

# **MRIS** | Matrix



**USER MANUAL** | We'll guide you through

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# Introduction

We heard you! Matrix has received a major facelift. MRIS, other MLS systems and YOU articulated exactly what was needed to make Matrix more tailored to suit your needs. You'll experience easier navigation and more flexibility on the Home page, a lightning-quick Speed bar search created to save you keystrokes and time, a fully comprehensive CMA package, and increased Contact Management functionality that enables you to work more efficiently and productively.

## **Purpose**

The purpose of this user manual is to serve as a guide for the workflows and processes within Matrix, including:

- Market Updates
- Auto Email
- CMAs
- Tax Searches, and more!

Matrix Mobile and Public Record information are also available to MRIS Customers, but are not covered in this manual.

## **Support Center**

Questions? Call or email the Support Center, or use Online Chat.

### **Support Center**

Phone: 301-838-7200

Toll Free: 888-838-8200

Fax: 301-838-7171

Email: [helpdesk@mrис.net](mailto:helpdesk@mrис.net)

Monday – Friday: 8:30 AM to 6:30 PM

Saturday – Sunday: 9:00 AM to 5:00 PM

### **Online Chat**

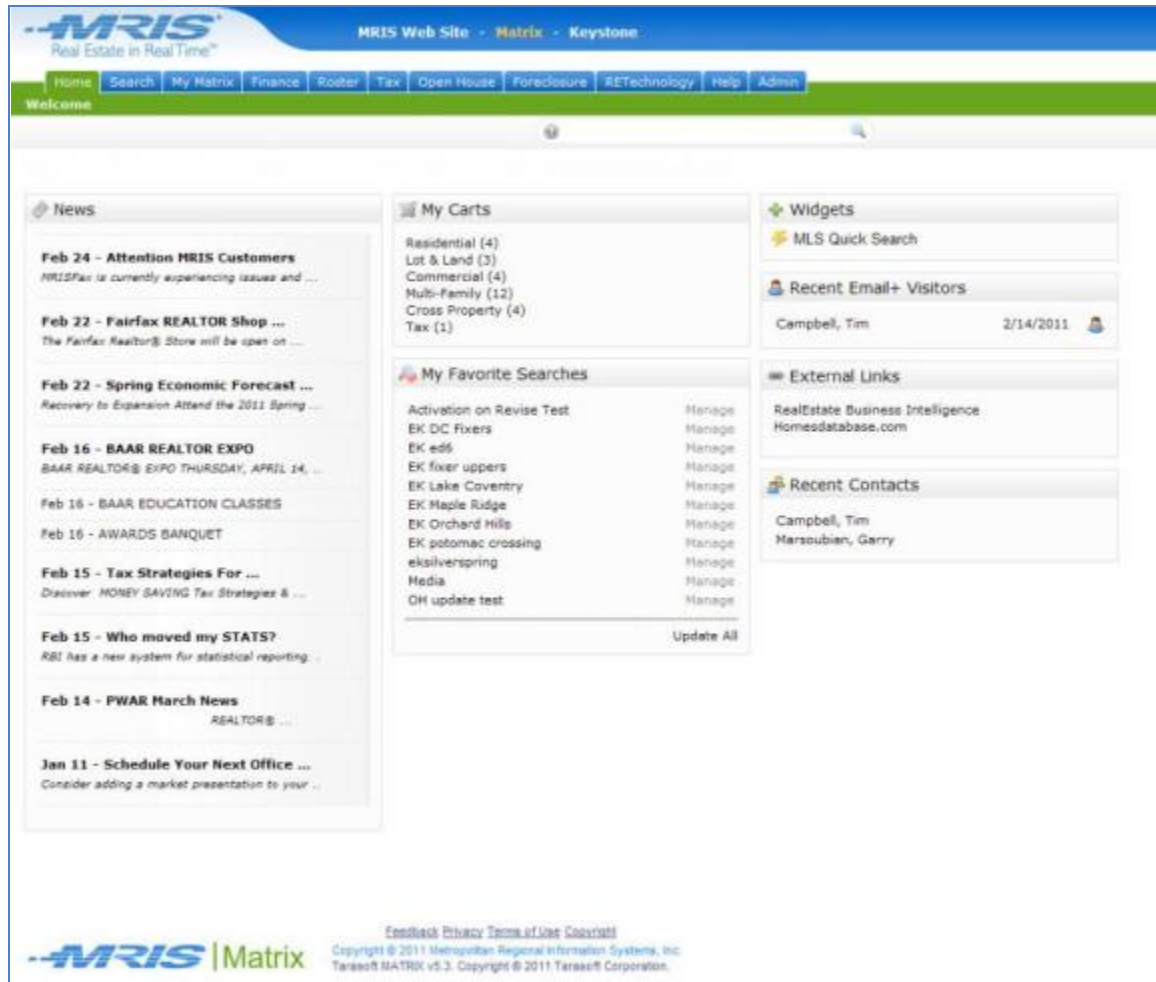
Go to [mrис.com](http://mrис.com), click [Contact Us](#), and click [Click to Chat](#).

Monday – Friday: 9:00 AM to 9:00 PM

Saturday – Sunday: 9:00 AM to 5:00 PM

# Module 1: Home

The Matrix Home page contains your workload at-a-glance and is comprised of several sections. The top of the page contains links to the MRIS Website and other MRIS products, such as Keystone. Below the links are ten tabs which link to other pages within Matrix. Each tab is discussed in a module within this manual. Beneath the links is the Speed bar, a quick search functionality. The main area of the page contains eight widgets, which provide direct access to Matrix pages. To customize the Home page, the widgets can be collapsed, hidden and rearranged.



## 1.1 Tabs

The Matrix Home page contains ten tabs.



Clicking tabs takes you to other Matrix pages.

The following are the available tabs with a brief description of their functions:

**Home** – Current MRIS news and Association information

**Search** – Search for listings in the MLS

**My Matrix** – Review and edit your Watched Listings, Saved Searches, and saved CMAs. Add clients to your Contacts, maintain and review a history of searches saved for each client, as well as view a history of emails sent to each client

**Finance** – Financial calculators

**Roster** – Contact information for real estate agents or offices

**Tax** – Search the public record of all properties in the MRIS region

**Open House** – Search for a scheduled Open House

**Foreclosure** – Search for properties in some stage of the foreclosure process. These properties may or may not be listed within Matrix

**RETechnology** – The latest in new Technology for Real Estate Agents

**Help** – What's New, Additional Resources, Frequently Asked Questions

Each tab's topic is covered in a module within this User Manual.

## 1.2 Widgets

Eight widgets are located in the center of the Home page below the Speed bar. Widgets provide immediate access to information within Matrix, and can be moved, expanded, collapsed, hidden and revealed to allow for maximum customization of the Home page. Widgets you don't use are stored in the Widgets widget. The following is a list of widgets with brief descriptions of their functions:

**News** – Displays links for Urgent Notifications, News and Information. Click a link to open an item.

**MLS Quick Search** – Enter a MLS number to display a specific listing. You can enter more than one MLS number, each separated by a comma.

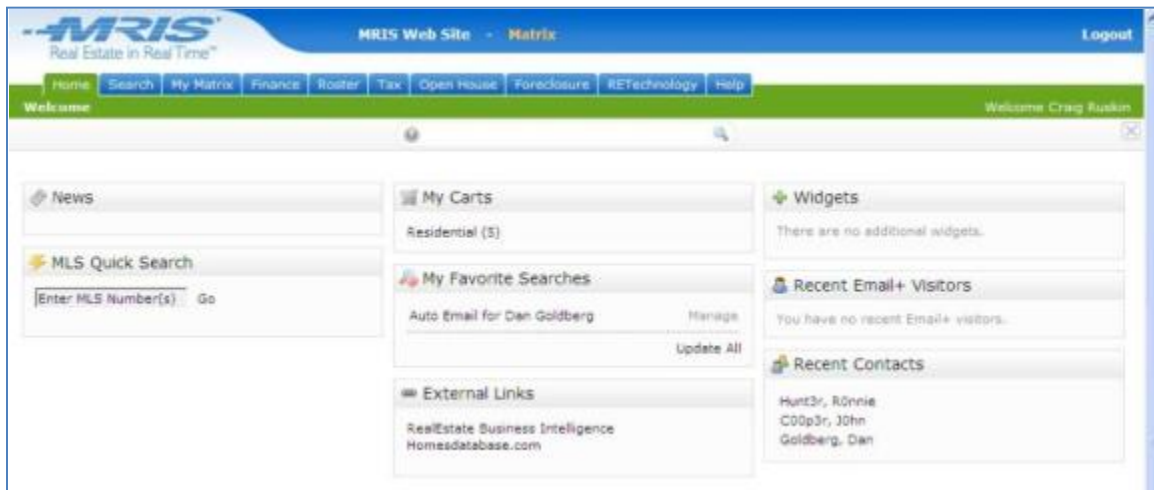
**My Favorite Searches** – Displays list of Saved Searches marked as Favorites. Click a link to run a search.

**External Links** – Displays links to External Websites (Links can be added by an Administrator). Click a link to open a page in a new window.

**Recent Email+ Visitors** – Displays list of clients that viewed Email+, sent either manually or with Auto-Email. Click a link to view the contact and their email settings.

**Recent Use Contacts** – Displays list of clients who have viewed a recently sent email from "My Contacts". Click a link to view contact information.


**My Carts** – Displays the number of added listings in each cart. Carts are distinguished by Property Type.

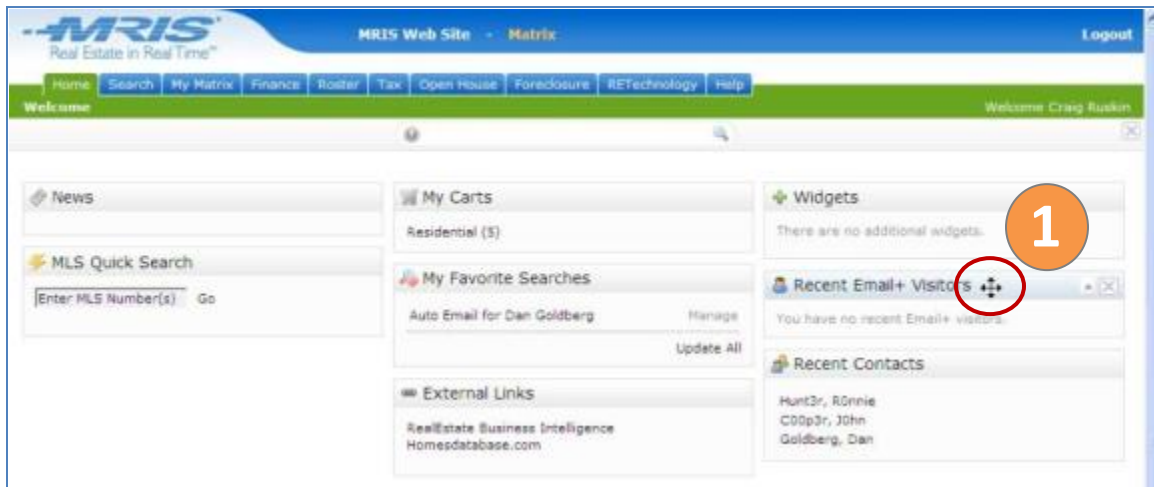


**Note:** The News widget is the only widget that cannot be manipulated.

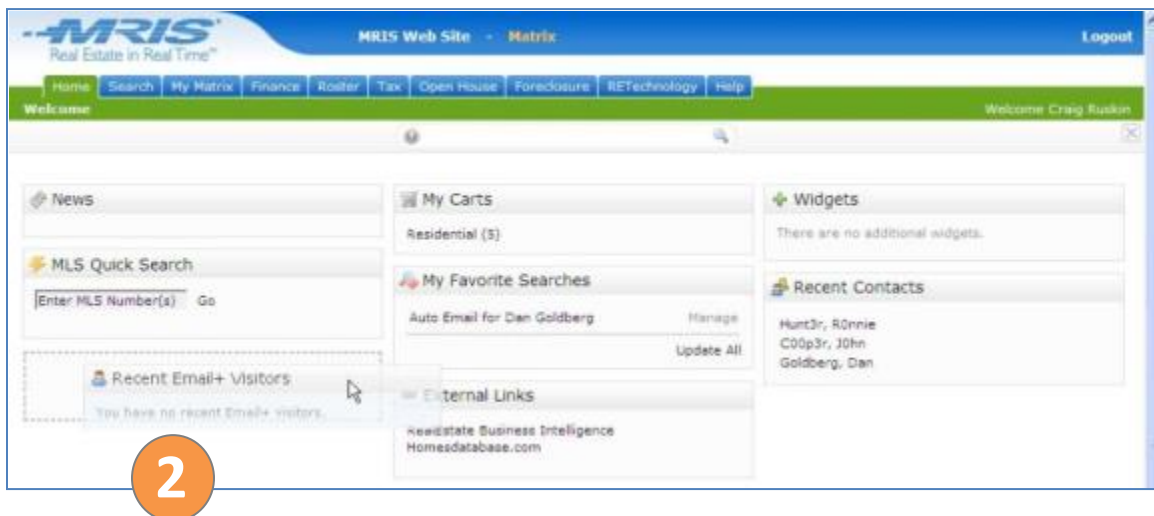


## Move a Widget


**Step 1:** Place the cursor over the top bar of the widget you want to move. The cursor shape changes to a four-pointed cross. 




**Step 2:** Click and drag the widget to the preferred position on the Home page. The position of other widgets may adjust to accommodate the new position of the widget you have just moved.



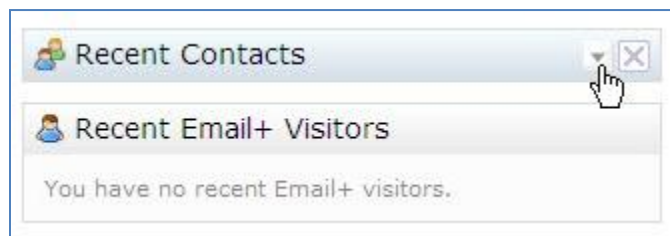
## Collapse a Widget

**Step 1:** Place the cursor over the top bar of the widget you want to collapse. The icons display, and the cursor shape changes to a pointed finger. 

**Step 2:** Click the up arrow  icon.



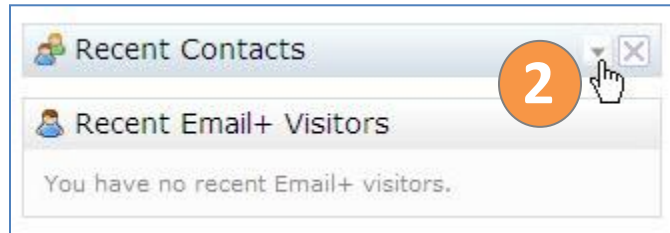
The widget is collapsed.



## Expand a Widget

**Step 1:** Place the cursor over the top bar of the widget you want to expand. The icons display and the cursor shape changes to a pointed finger.

**Step 2:** Click the down arrow icon.




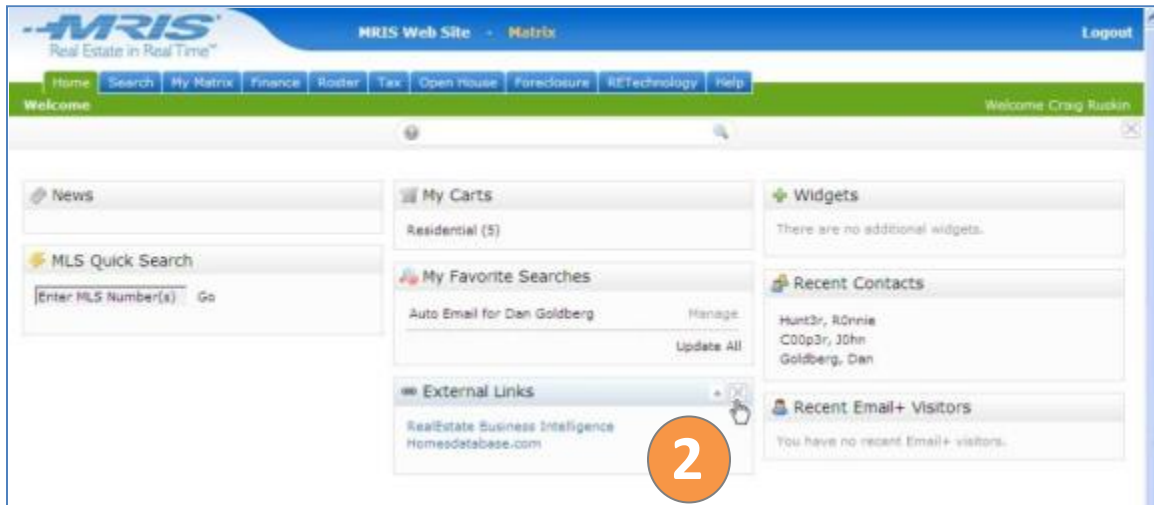
The widget is expanded.



## Hide a Widget

**Step 1:** Place the cursor over the top bar of the widget you want to hide. The icons display and the cursor shape changes to a pointed finger.


**Step 2:** Click the close  icon.



The widget is hidden and the title of the widget displays in the Widgets widget.

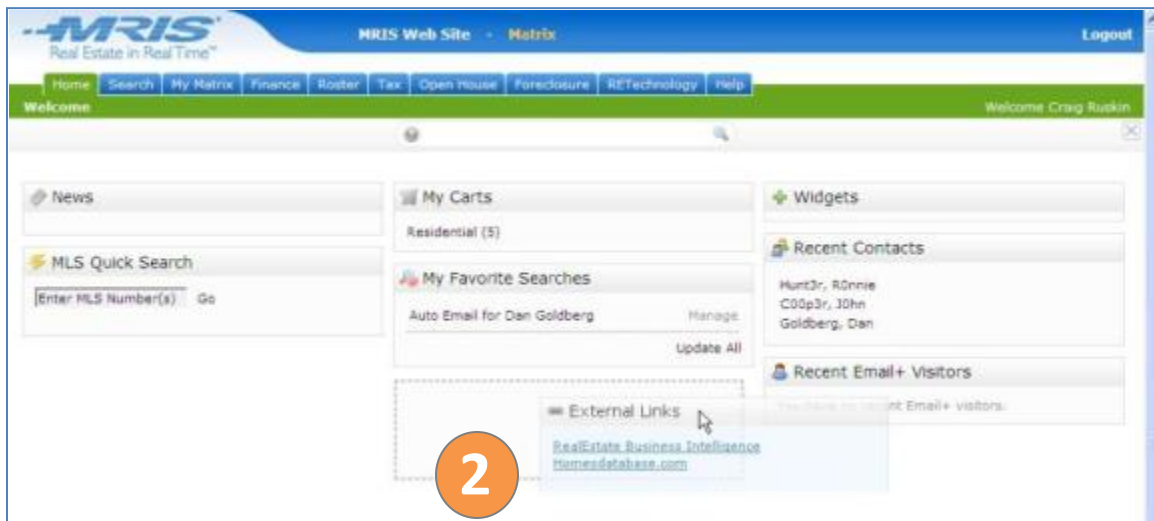


## Reveal a Widget

**Step 1:** In the Widgets widget, place the cursor over the title of the widget to reveal. The cursor shape changes to a four-pointed cross  and the title is surrounded by a dashed box.

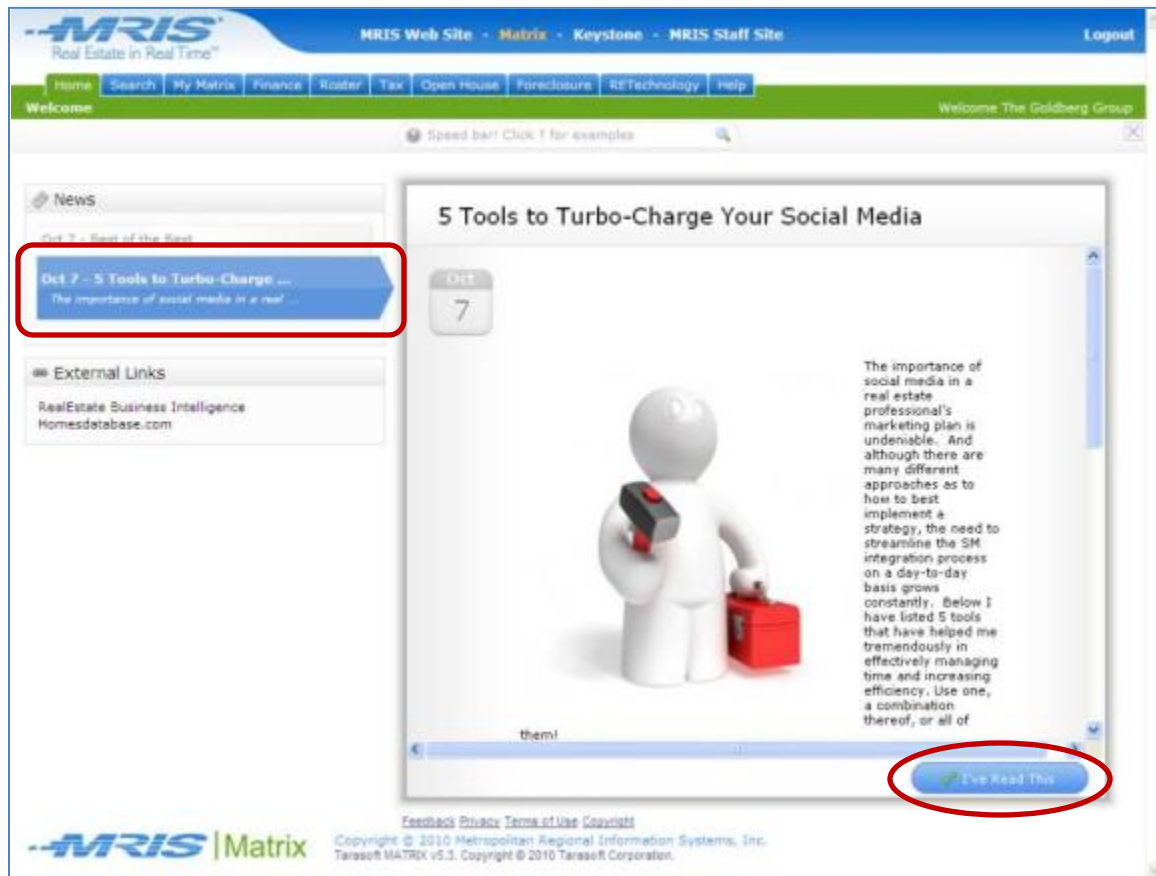


**Step 2:** Click and drag the title of the widget to the preferred location on the Home page.



## 1.2.1 News

The News widget contains links to announcements with pertinent information to Matrix and MRIS. To display a News message, click a link in the News widget. After reading the item, click “I’ve Read This.”



**Note:** The News widget cannot be moved, collapsed or hidden.

## Urgent Messages

Occasionally, the News widget displays important news and information notices which must be read. MRIS designates these announcements with an Urgent status. Upon login, a yellow hazard icon displays and the urgent message automatically opens. Read the message and either click “I’ve Read This”, or click “Read Later”. If you click “Read Later” Matrix maintains that message status as Urgent and opens the item again the next time you log in.

## 1.2.2 Recent Contacts

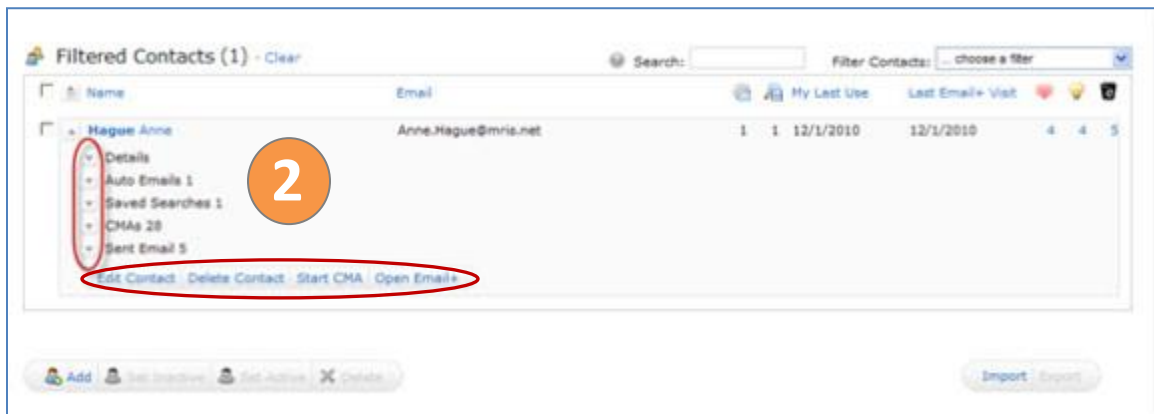
The Recent Contacts widget displays the names of the ten most recently used contacts. Click the link for a contact name to be redirected to the Contacts page under the My Matrix tab. Here, you can edit contact details, delete the contact, start a CMA for that contact, or open any Email+ emails assigned to that contact.

**Step 1:** Click the contact you want to view.



On the **Contact** page, the contact chosen from the Home page displays in the **Filtered Contacts (1)** section.

**Step 2:** Click the dropdown arrows to view contact details, and lists of sent Auto and regular emails, saved searches, and sent CMAs. Click the action buttons located below the dropdown arrows to edit the contact details, delete the contact, or start a CMA or open the email history in *Read Only* mode.



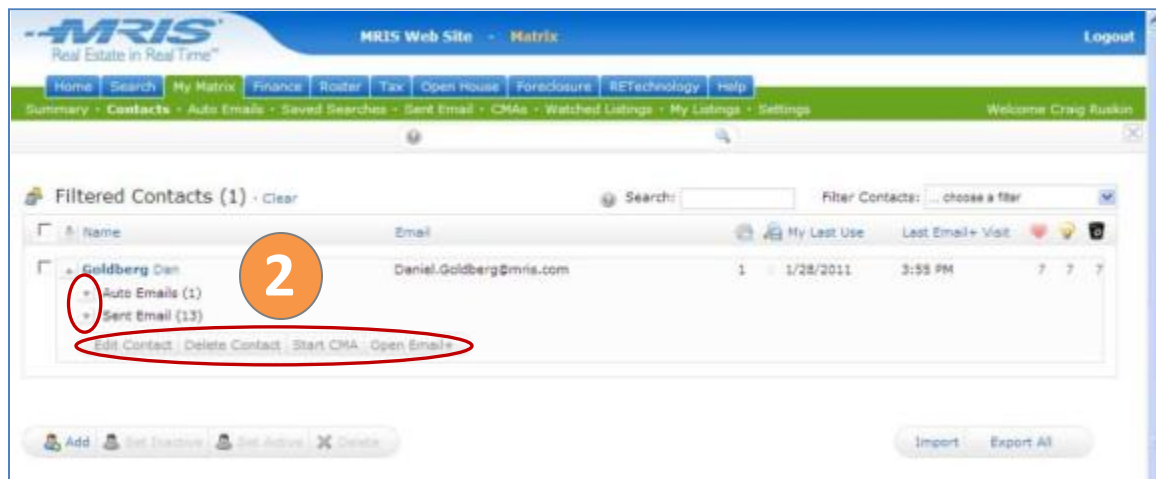
## 1.2.3 Recent Email+ Visitors

The Recent Email+ Visitors widget displays the names of the ten most recent contacts who have last visited the Email+ portal. Click the link for a contact name to be redirected to the Contacts page under the My Matrix tab. Here, you can edit contact details, delete the contact, start a CMA for that contact, or open any Email+ emails assigned to that contact.

**Step 1:** Click the contact you want to view.



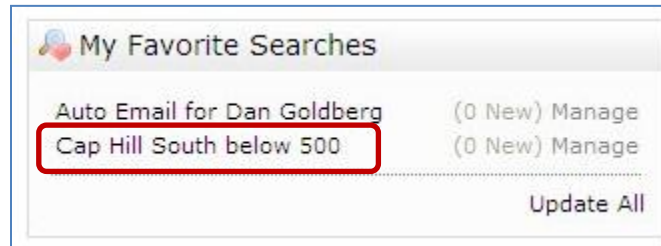
**Step 2:** On the **Contact** page, the contact chosen from the Home page displays in the **Filtered Contacts (1)** section. Click the dropdown arrows to view contact details, and lists of sent Auto and regular emails, saved searches, and sent CMAs. Click the action buttons located below the dropdown arrows to edit the contact details, delete the contact, or start a CMA or open the email history in *Read Only* mode.





### 1.2.4 My Favorite Searches

The My Favorite Searches widget displays up to 15 saved Searches and Auto Emails that you designate as My Favorites. In the My Favorite Searches widget, click the link of a search or email to display its results.



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MRIS Web Site - Matrix

Logout

Home

Search

My Matrix

Finance

Roster

Tax

Open House

Foreclosure

RETechnology

Help

Residential - General - Quick - Address - Create Your Own Search - CMA

Welcome Craig Buskin

A CKD CMK \$500- DC SALE

☒ Other Criteria

Results 1-57 of 57 - Checked 0 - Check all 57

Display: System Summary - Agent  at 100  per page.

Previous - Next - [1]

View Cart (5) - Add to - Empty

	Stat	ML#	Address	List Price	BR	FB	HB	Lvl	Fpl	Gar	Bank	Acres	Age	COMP	Adv	Subdiv	Sty
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7474231</a>	420 16th St SE #206	\$329,300	2	1	0	1	0	0	No	0	64	474	CAPITOL HILL	Art	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7280922</a>	1315 K St SE	\$499,000	3	3	0	3	0	0	No	0.03	101	327	CAPITOL HILL	Fec	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7312411</a>	218 16th St SE	\$380,000	3	1	1	3	0	0	Yes	0.035	86	203	OLD CITY #1	Fec	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7345446</a>	1391 Pennsylvania Ave SE...	\$345,000	1	1	0	1	0	1	No	0	4	237	CAPITOL HILL	Cor	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7356519</a>	1617 H St SE	\$485,000	3	3	0	3	1	0	Yes	0.037	88	239	OLD CITY #1	Col	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7337926</a>	1535 K St SE	\$315,000	3	2	0	2	0	0	No	0.034	62	231	OLD CITY #1	Fec	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7380716</a>	105 6th St SE #107	\$257,000	0	1	0	1	0	0	No	0	103	208	CAPITOL HILL	Cor	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7356398</a>	233 Kentucky Ave SE #2	\$266,000	1	1	0	1	1	0	No	0	84	198	CAPITOL HILL	Cor	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7413331</a>	1000 New Jersey Ave SE #F...	\$391,400	2	1	0	1	0	0	No	0	5	186	CAPITOL HILL TOWER	Cor	
<div><div></div><div></div><div></div></div>	Onks	<a href="#">DC7416888</a>	1000 New Jersey Ave SE #1...	\$299,900	2	1	0	1	0	0	No	0	5	247	OLD CITY #1	Cor	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7429500</a>	1000 New Jersey Ave SE #3...	\$245,000	1	1	0	1	0	1	No	0	6	165	CAPITOL HILL TOWER	Oth	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7434587</a>	1009 15th St SE	\$469,000	4	2	0	3	0	0	Yes	0.025	75	156	CAPITOL HILL	Fec	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7443379</a>	115 E St SE #101	\$275,950	1	1	0	1	0	0	No	0	105	138	CAPITOL HILL	Tra	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7448737</a>	205 16th St NE #8	\$359,900	2	1	0	1	0	0	No	0	88	137	OLD CITY #1	Fec	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7450212</a>	1363 K St SE #201	\$204,500	1	1	0	1	0	0	No	0	65	137	OLD CITY #1	Tra	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7477316</a>	225 17th St SE	\$435,000	2	1	0	2	0	0	No	0.027	88	97	OLD CITY #1	Fec	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7464776</a>	1391 Pennsylvania Ave SE...	\$389,500	1	1	0	1	0	1	No	0	4	116	OLD CITY #1	Col	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7469132</a>	1127 C St SE #4	\$339,900	2	1	0	1	1	0	No	0	73	110	CAPITOL HILL	Bei	
<div><div></div><div></div><div></div></div>	Onks	<a href="#">DC7473648</a>	341 17th St SE	\$379,900	3	1	1	3	1	1	No	0.037	RR	46	CAPITOL HILL	Onl	

Previous - Next - [1]

View Cart (5) - Add to - Empty

Reset

Cancel

Export

Print

Map

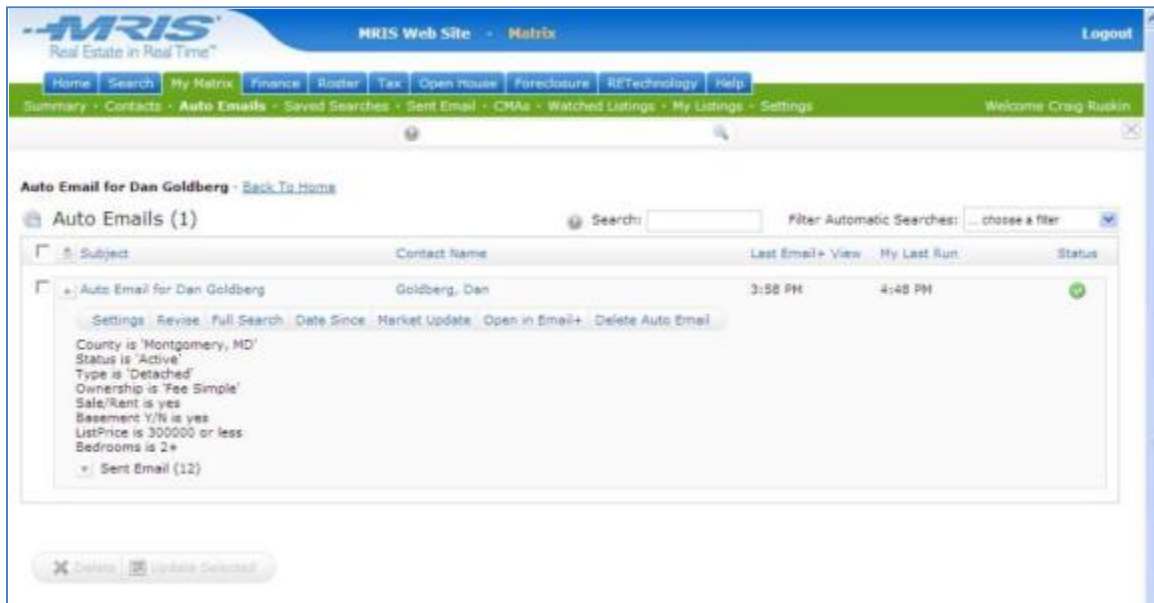
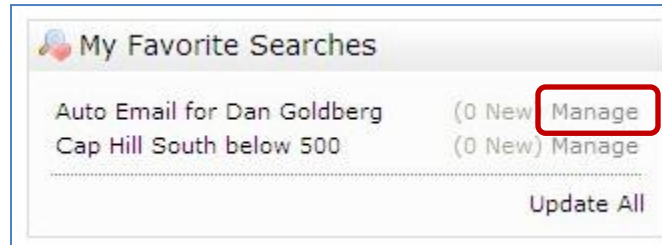
Stats

Save As

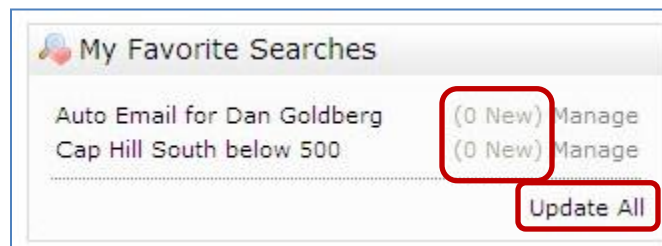
Keep

Close

To manage the settings for a saved search or an Auto Email saved to My Favorite Searches, click the **Manage** link to the right of the applicable search.

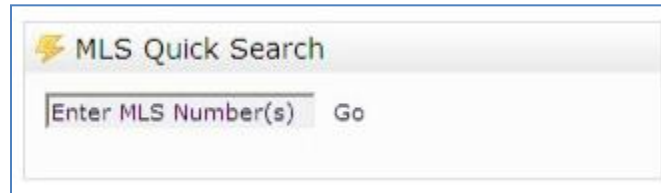


Click **Update All** to display the number of new listings since the Favorite Searches were last run.



## 1.2.5 MLS Quick Search

The MLS Quick Search widget enables you to search for one or more specific listings.



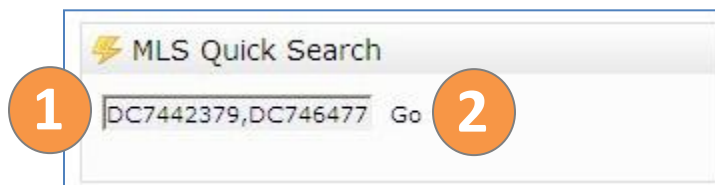
MLS Quick Search

Enter MLS Number(s) Go

**Step 1:** In the **Enter MLS Number(s)** field, enter a MLS number.

To find more than one listing, enter more than one MLS number, each separated by a comma.

**Step 2:** Click **Go**.



MLS Quick Search

1 DC7442379,DC746477 Go 2

The listing or listings display.



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Home Search My Matrix Finance Roster Tax Open House Foreclosure Real Technology Help

Residential - General - Quick - Address - Create Your Own Search - CMA

Welcome Craig Ruskin

Results 1-2 of 2 - Checked 0 - Check all 2

Display System Summary - Agent at 25 per page.

	Stat	MLS#	Address	List Price	BR	FB	HS	Lvl	Fpl	Gar	Barnt	Acres	Age	COMP	Adv	Subdiv	Sty
<input type="checkbox"/>	14	2	Act	DC7442379	115 E St SE #101	\$275,950	1	1	0	1	0	0	No	0	105	138 CAPITOL HILL	Tra
<input type="checkbox"/>	22	2	Act	DC7464775	1391 Pennsylvania Ave SE...	\$389,500	1	1	0	1	0	1	No	0	4	116 OLD CITY #1	Col

Previous - Next - [1] - Top - Bottom

View Cart (5) - Add to - Empty

ListingKey is 90193705210, is 98202983314  
Found 2 results in 0.02 seconds.

## 1.2.6 External Links

The External Links widget displays links to external websites. Your Matrix Administrator can add links to websites. To open an external website in a new window, click the applicable link.

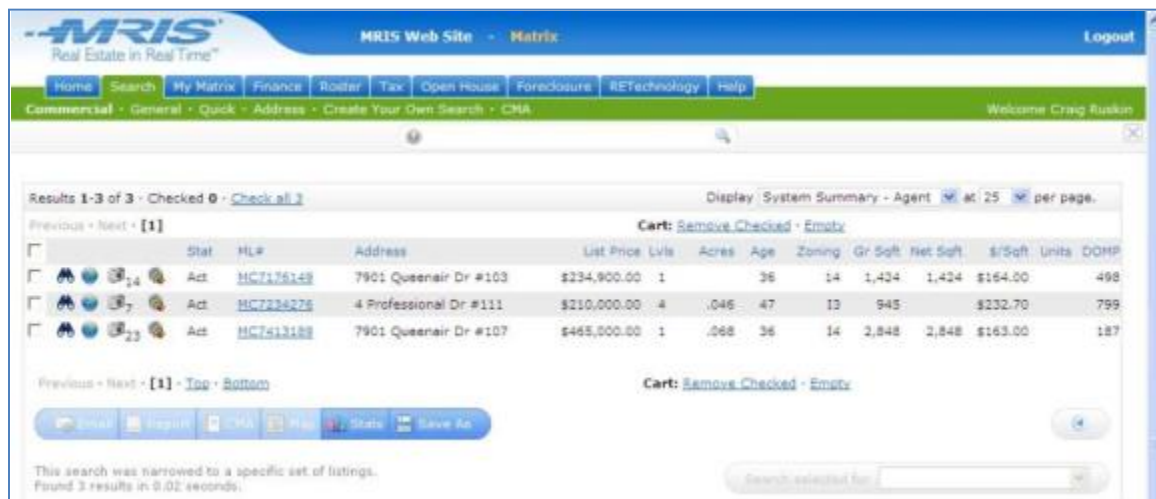


External Links

RealEstate Business Intelligence  
Homesdatabase.com

## 1.2.7 My Carts

The My Carts widget displays links for up to five carts, with one cart per property type search (Residential, Lot & Land, Commercial, Multi-Family, Cross Property). Carts are repositories for listings you select after a search is completed. Click a cart's link retrieve the listings in that cart. The cart's link contains the number of items in the cart. Carts are detailed in **Carts** section of this module.



## 1.3 Carts

After performing a search, you can add selected listings from the search results to a cart. The cart contents are preserved after you navigate away from the page, and listings from subsequent searches (related or unrelated) can be added to the cart at any time. You can have up to five carts, one each for the main search types (Residential, Lot & Land, Commercial, Multi-Family, or Cross Property). To create or modify a cart with multiple property types, perform a Cross Property search and follow the procedures for carts.

### Add Listings to Cart

**Step 1:** Perform a Residential, Lot & Land, Commercial, Multi-Family, or Cross Property search as detailed in the **Perform a Search** section in Module 2.

**Step 2:** After entering the search criteria, click **Search**.

The search results display.

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Logout

Home

Search

My Matrix

Finance

Roster

Tax

Open House

Foreclosure

RETechnology

help

Residential - General - Quick - Address - Create Your Own Search - CMA

Welcome Craig Ruskin

A CIO CMC \$300- DC SALE

☒ Other Criteria

Results 1-57 of 57 - Checked 0 - [Check all 57](#)

Display: System Summary - Agent 

▼

 at 100 

▼

 per page.

Previous - Next - [1]


[View Cart \(5\)](#) - [Add to - Empty](#)

	Stat	ML#	Address	List Price	BR	PB	HB	Lvl	Fpl	Gar	Bant	Acres	Age	DOMP	Adv	Subdiv	Sty
<div><div></div><div></div><div></div></div>	Condo	<a href="#">DC7520390</a>	414 Seward Sq SE #403	\$199,900	0	1	0	1	0	0	No	0	83	6	CAPITOL HILL	Oth	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7450312</a>	1363 K St SE #201	\$204,500	1	1	0	1	0	0	No	0	65	138	OLD CITY #1	Tre	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7453224</a>	1000 New Jersey Ave SE #5...	\$217,000	0	1	0	1	0	0	No	0	5	89	CAPITOL HILL	Coi	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7459241</a>	1000 New Jersey Ave SE #P...	\$229,900	0	1	0	1	0	0	No	0	5	58	CAPITOL HILL TOWER	Coi	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7459500</a>	1000 New Jersey Ave SE #3...	\$245,000	1	1	0	1	0	1	No	0	6	166	CAPITOL HILL TOWER	Oth	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7459294</a>	1025 First St SE #308	\$249,900	0	1	0	1	0	1	No	0	2	37	THE VELOCITY	Coi	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7550716</a>	105 6th St SE #107	\$257,000	0	1	0	1	0	0	No	0	103	209	CAPITOL HILL	Coi	

**Step 3:** Click the checkbox for each listing you want to add to the cart.

Each selected record is highlighted in blue.

**Step 4:** Click **Add to**.



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Logout

Home Search My Matrix Finance Roster Tax Open House Foreclosure RETechnology Help

Residential - General - Quick - Address - Create Your Own Search - CMA

Welcome Craig Ruskin

A CKO CKK \$300- DC SALE









Criteria

Results 1-57 of 57 - Checked 3 - [Check all 57](#)

Display Summary - Agent at 100 per page.

Previous - Next - [1]

[View Cart \(3\)](#) - [Add to Empty](#)

	Stat	ML#	Address	List Price	BR	PB	HB	Lvl	Fpl	Gar	Bant	Acres	Age	DOMP	Adv	Subdiv	Sty
	Condo	<a href="#">DC7520390</a>	414 Seward Sq SE #403	\$199,900	0	1	0	1	0	0	No	0	83	6	CAPITOL HILL	Oth	
	Act	<a href="#">DC7450312</a>	1363 K St SE #201	\$204,500	1	1	0	1	0	0	No	0	65	138	OLD CITY #1	Tre	
	Act	<a href="#">DC7453224</a>	1000 New Jersey Ave SE #5...	\$217,000	0	1	0	1	0	0	No	0	5	89	CAPITOL HILL	Coi	
	Act	<a href="#">DC7459241</a>	1000 New Jersey Ave SE #P...	\$229,900	0	1	0	1	0	0	No	0	5	58	CAPITOL HILL TOWER	Coi	
	Act	<a href="#">DC7459500</a>	1000 New Jersey Ave SE #3...	\$245,000	1	1	0	1	0	1	No	0	6	166	CAPITOL HILL TOWER	Oth	
	Act	<a href="#">DC7509294</a>	1025 First St SE #308	\$249,900	0	1	0	1	0	1	No	0	2	37	THE VELOCITY	Coi	
	Act	<a href="#">DC7550716</a>	105 6th St SE #107	\$257,000	0	1	0	1	0	0	No	0	103	209	CAPITOL HILL	Coi	
	Condo	<a href="#">DC7521528</a>	1000 New Jersey Ave SE #7...	\$259,900	1	1	0	1	0	0	No	0	5	0	CAPITOL HILL TOWER	Coi	



The listing(s) are added to the cart. Links in Matrix for the cart are updated to reflect the new total number of items in the cart.

The screenshot shows the MRIS Matrix search results page. At the top, there's a navigation bar with links like Home, Search, My Matrix, Finance, Roster, Tax, Open House, Foreclosure, RETechnology, and Help. Below this, there's a search bar and a welcome message for Craig Ruskin. The main content area displays search results for 'A CKD CNK \$500- DC SALE'. The results are shown in a table with columns for Stat, ML#, Address, List Price, BR, FS, RD, Lvl, Fpl, Gar, Bsm, Acres, Age, DCHP, Adv, Subdiv, and Sty. The 'View Cart (8)' link is circled in red.

## View Cart Contents

When a user returns to the Search page, the **Cart (X)** links indicate if a cart has been created and how many listings are currently in that individual cart for each property type. Clicking the **Cart (X)** link next to a property type displays the items in that Cart.

The screenshot shows the MRIS Matrix search page. The navigation bar includes links for Home, Search, My Matrix, Finance, Roster, Tax, Open House, Foreclosure, and RETechnology. Below the navigation bar, there's a search bar and a welcome message for Craig Ruskin. The main content area displays search results for 'A CKD CNK \$500- DC SALE'. The results are shown in a table with columns for Stat, ML#, Address, List Price, BR, FS, RD, Lvl, Fpl, Gar, Bsm, Acres, Age, DCHP, Adv, Subdiv, and Sty. The 'View Cart (8)' link is circled in red.

In addition, you can access a cart by clicking the applicable link in the My Carts widget on the home page. See the **My Carts** section in this module.

## Remove Individual Listings from Cart

Once a cart has been viewed, cart contents can be individually removed from the cart.

**Step 1:** Click the **Cart (X)** link you want to access.

The cart displays.

MRIS

Real Estate in Real Time™

MRIS Web Site - Matrix

Logout

Home

Search

My Matrix

Finance

Roster

Tax

Open House

Foreclosure

RETechnology

Help

Residential - General - Quick - Address - Create Your Own Search - CMA

Welcome Craig Buskin

Results 1-8 of 8 - Checked 0 - [Check all 8](#)

Display System Summary - Agent 

at 100 per page.

Previous - Next - [1]

Cart: [Remove Checked](#) - [Empty](#)

	Stat	ML#	Address	List Price	BR	FB	HB	Lvl	Fpl	Gar	Barnt	Acres	Age	DOHP	Adv	Subdiv	Sty
	Act	<a href="#">MC7442686</a>	21214 Watercress Cir	\$298,000	4	2	1	3	0	1	Yes	0.185	18	358	MILESTONE		Col
	Sold	<a href="#">MC7310035</a>	9812 Braddock Rd	\$230,000	3	2	0	2	0	0	Yes	0.158	61	90	OAKVIEW		Cal
	Act	<a href="#">MC7394232</a>	1015 Hollywood Ave	\$240,000	3	2	0	2	0	0	Yes	0.261	49	89	HOLLYWOOD PARK		Rar
	Crkto	<a href="#">MC7414769</a>	10723 Saint Margarets Way	\$250,000	3	1	0	1	1	0	No	0.125	61	76	STEPHEN KNOLLS		Rar
	Act	<a href="#">DC7429500</a>	1000 New Jersey Ave SE #3...	\$245,000	1	1	0	1	0	1	No	0	6	166	CAPITOL HILL TOWER		Oth
	Cont	<a href="#">MC7437096</a>	13604 Athania St	\$244,900	4	2	0	2	0	0	Yes	0.216	56	44	HARMONY HILLS		Spl
	Act	<a href="#">DC7475324</a>	1000 New Jersey Ave SE #5...	\$217,000	0	1	0	1	0	0	No	0	5	89	CAPITOL HILL		Col
	Act	<a href="#">DC7499241</a>	1000 New Jersey Ave SE #P...	\$229,900	0	1	0	1	0	0	No	0	5	88	CAPITOL HILL TOWER		Col

Previous - Next - [1] - [Top](#) - [Bottom](#)

Cart: [Remove Checked](#) - [Empty](#)

**Step 2:** Select the checkbox(es) for the listing(s) to remove from the cart.

Each selected record is highlighted in blue.

**Step 3:** Click **Remove Checked**.

MRIS Web Site - Matrix

Logout

HomeSearchMy MatrixFinanceRosterTaxOpen HouseForeclosureRETechnologyHelp

Residential - General - Quick - Address - Create Your Own Search - CMA

Welcome Craig Buskin

Results 1-8 of 8 - Checked 3 - [Check all 8](#)

Display System Summary - Agent at 100 per page.

Previous - Next - [1]

Cart: [Remove Checked](#) - [Empty](#)

Stat	ML#	Address	List Price	BR	FB	HB	Lvl	Fpl	Gar	Barnt	Acres	Age	DOHP	Adv	Subdiv	Sty
	Act	<a href="#">MC7242686</a>	21214 Watercress Cir	\$298,000	4	2	1	3	0	1	Yes	0.185	18	358	MILESTONE	Col
	Sold	<a href="#">MC7310035</a>	9812 Braddock Rd	\$230,000	3	2	0	2	0	0	Yes	0.158	61	90	OAKVIEW	Cal
	Act	<a href="#">MC7394232</a>	1015 Hollywood Ave	\$240,000	3	2	0	2	0	0	Yes	0.261	49	89	HOLLYWOOD PARK	Rar
	Crkto	<a href="#">MC7414769</a>	10723 Saint Margarets Way	\$250,000	3	1	0	1	1	0	No	0.125	61	76	STEPHEN KNOLLS	Rar
	Act	<a href="#">DC7429500</a>	1000 New Jersey Ave SE #3...	\$245,000	1	1	0	1	0	1	No	0	6	166	CAPITOL HILL TOWER	Oth
	Cont	<a href="#">MC7437096</a>	13604 Athania St	\$244,900	4	2	0	2	0	0	Yes	0.216	56	44	HARMONY HILLS	Spl
	Act	<a href="#">DC7475324</a>	1000 New Jersey Ave SE #5...	\$217,000	0	1	0	1	0	0	No	0	5	89	CAPITOL HILL	Col
	Act	<a href="#">DC7499241</a>	1000 New Jersey Ave SE #P...	\$229,900	0	1	0	1	0	0	No	0	5	88	CAPITOL HILL TOWER	Col

Previous - Next - [1] - [Top](#) - [Bottom](#)

Cart: [Remove Checked](#) - [Empty](#)

The selected listings are removed from the cart. Links in Matrix for the cart are updated to reflect the new total number of items in the cart.

MRIS

Real Estate in Real Time™

MRIS Web Site - Matrix

Logout

Home

Search

My Matrix

Finance

Roster

Tax

Open House

Foreclosure

RETechnology

help

Residential - General - Quick - Address - Create Your Own Search - CMA

Welcome Craig Ruskin

Results 1-5 of 5 - Checked 0 - [Check all 5](#)

Display System Summary - Agent 

▼

 at 100 

▼

 per page.

Previous - Next - [1]

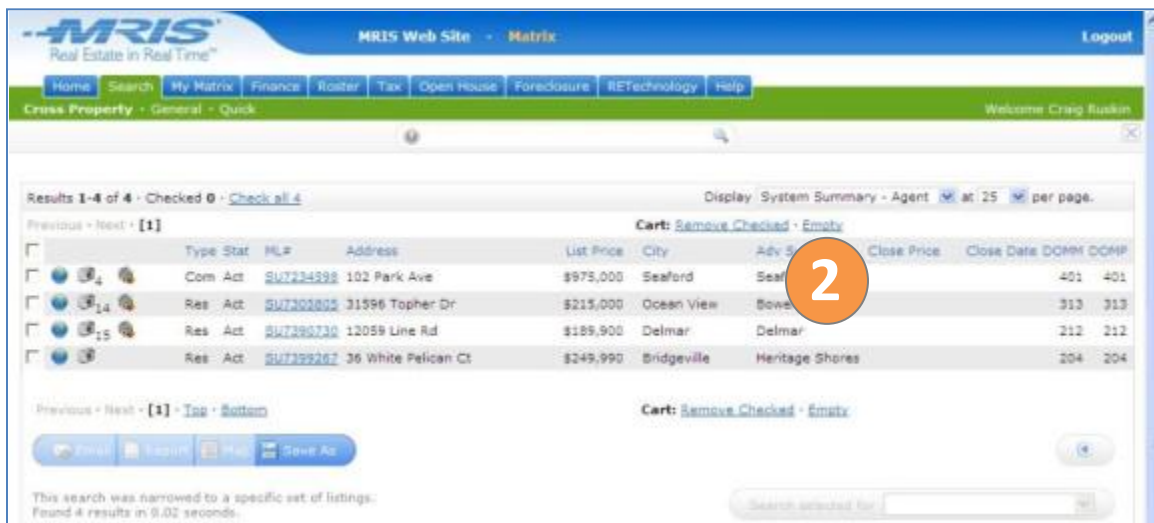
Cart: [Remove](#) [Checked](#) - [Empty](#)

	Stat	ML#	Address	List Price	BR	FB	HB	Lvl	Fpl	Gar	Bsmt	Acres	Age	DOMP	Adv	Subdiv	Sty
<input type="checkbox"/>	Act	<a href="#">MC7241885</a>	21214 Watercress Cir	\$258,000	4	2	1	3	0	1	Yes	0.185	18	258	MILESTONE	Co	
<input type="checkbox"/>	Sold	<a href="#">MC7310035</a>	9812 Braddock Rd	\$230,000	3	2	0	2	0	0	Yes	0.158	61	90	OAKVIEW	Ca	
<input type="checkbox"/>	Act	<a href="#">MC7384232</a>	1015 Hollywood Ave	\$240,000	3	2	0	2	0	0	Yes	0.261	49	89	HOLLYWOOD PARK	Ra	
<input type="checkbox"/>	Crko	<a href="#">MC7414769</a>	10723 Saint Margarets Way	\$280,000	3	1	0	1	1	0	No	0.125	61	76	STEPHEN KNOLLS	Ra	
<input type="checkbox"/>	Cont	<a href="#">MC7437086</a>	13604 Athania St	\$244,900	4	2	0	2	0	0	Yes	0.215	55	44	HARMONY HILLS	Spl	

## Empty a Cart

**Step 1:** Navigate to the cart by clicking the [Cart \(X\)](#) link from the Search page or from within a search results page, or by clicking the applicable link from the My Carts widget on the Home page.

**Step 2:** Click the [Empty](#) link.



MRIS Web Site - Matrix

Home Search My Matrix Finance Roster Tax Open House Foreclosure RETechnology Help

Cross Property - General - Quick

Welcome Craig Ruskin

Results 1-4 of 4 - Checked 0 - [Check all 4](#)

Display System Summary - Agent at 25 per page.

Previous - Next - [1]

Cart: [Remove](#) [Checked](#) - [Empty](#)

	Type	Stat	ML#	Address	List Price	City	Adv S	Close Price	Close Date	DOMP	DOMP
<input type="checkbox"/>	Com	Act	<a href="#">SM7234598</a>	102 Park Ave	\$975,000	Seaford	Seaf			401	401
<input type="checkbox"/>	Res	Act	<a href="#">SM7302805</a>	31596 Topher Dr	\$215,000	Ocean View	Bow			313	313
<input type="checkbox"/>	Res	Act	<a href="#">SM7386730</a>	12059 Line Rd	\$189,900	Delmar	Delmar			212	212
<input type="checkbox"/>	Res	Act	<a href="#">SM7399267</a>	36 White Pelican Ct	\$249,990	Bridgeville	Heritage Shores			204	204

Previous - Next - [1] - [Top](#) - [Bottom](#)

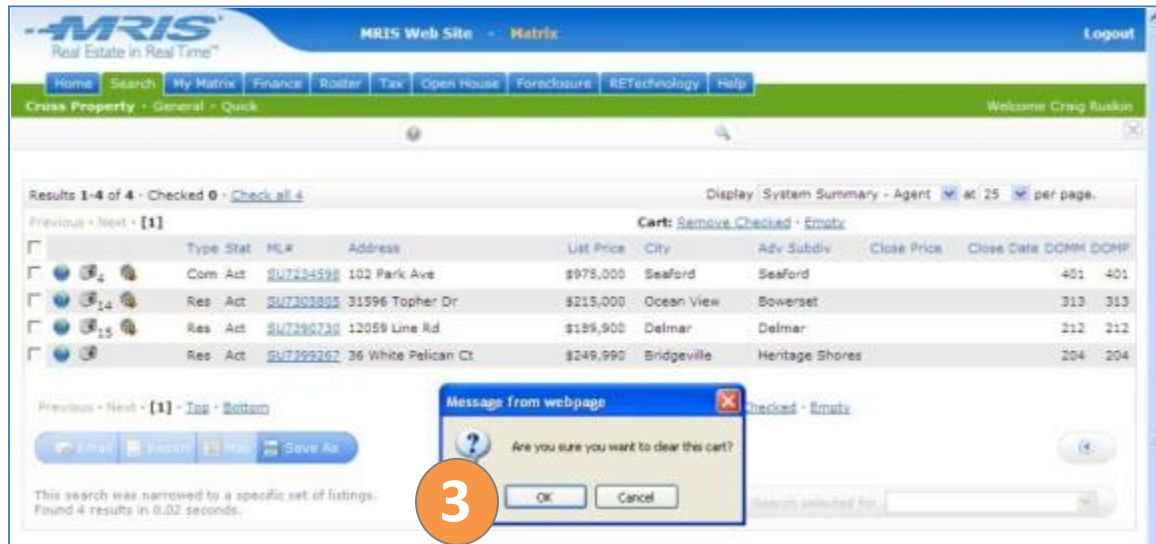
Print Email Map Save As

This search was narrowed to a specific set of listings.  
Found 4 results in 9.02 seconds.

Search selected for



A dialog box displays to confirm that you want to clear the cart.  
**Step 3:** Click **OK**.



The cart is empty. Click a tab to navigate from the page.



## 1.4 Speed Bar

The Speed Bar is a powerful tool designed to improve your search and significantly reduce the effort to revise searches. Strategically positioned beneath the navigation tabs in the center of every page, the Speed Bar works in tandem with the action buttons located on the search results page for a seamless search experience.



Speed Bar is used for more efficient searching, with predetermined codes to initiate and refine searches. You can enter MLS numbers, property field codes for various types, numbers of bedrooms and bathrooms, list price, etc., or an agent in your Roster. The Roster is detailed in Module 5. Speed Bar shortcuts can be saved for a quicker search using frequently used search

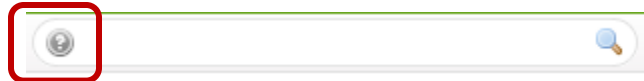
criteria. Speed bar can be used as the main search method for a search, or to refine searches. More information about searches is detailed in Module 2.

### **1.4.1 Speed Bar Search as Primary Search Method**

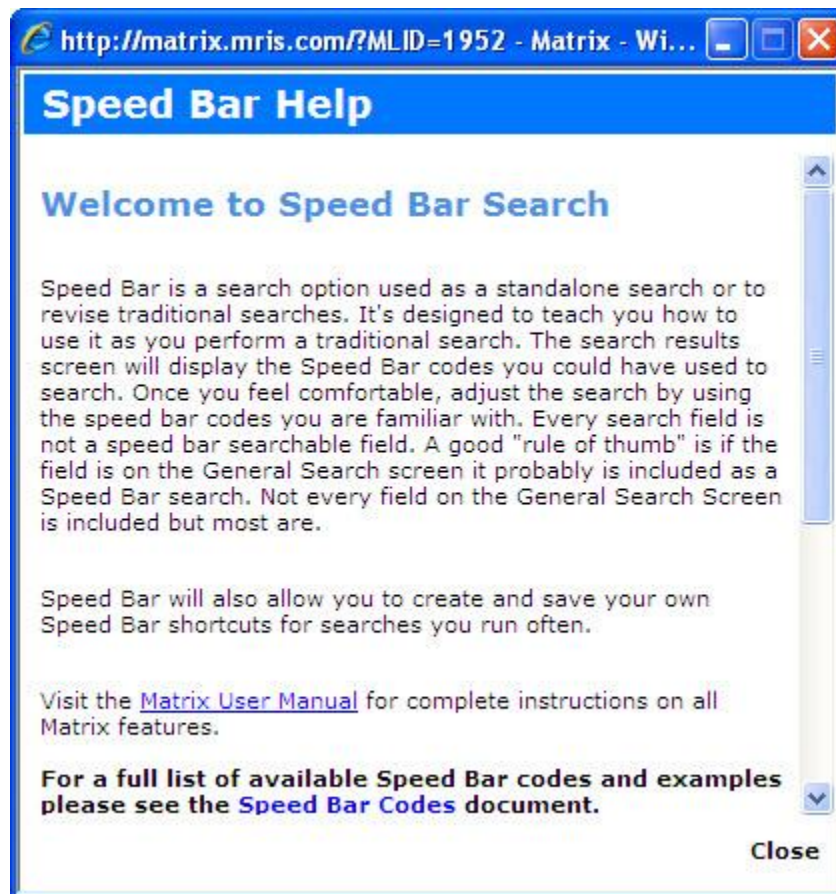
To perform Speed Bar searches as the primary method for searching listings, perform the following procedures.

#### **Look Up Speed Bar Codes**

**Step 1:** Click the question mark icon to the left side of the Speed Bar.



Speed Bar Help displays in a separate window.



**Step 2:** Click the [Speed Bar Codes](#) link in the Speed Bar Help window.

The MRIS Speed Bar Fields and Codes document displays in a separate window in Adobe Acrobat format.

## Enter Speed Bar Search

Speed bar searches are searches you use often, including broad searches that can be modified as needed. In this example, an agent enters a search for listings which are active, or have contingencies with or without kickout, in Capitol Hill, with 3 or more bedrooms.

**Step 1:** Click in the Speed Bar and enter the codes for the search terms.

In this example, the codes are: A CKO CNK ADV Capitol Hill 3+

**Note:** Rather than entering *BR* for bedroom or *BA* for bathroom, Matrix automatically determines that when a single digit is entered, it refers to bedrooms. If a second single digit is entered, Matrix determines it refers to bathrooms. For example:

3 = 3 bedrooms

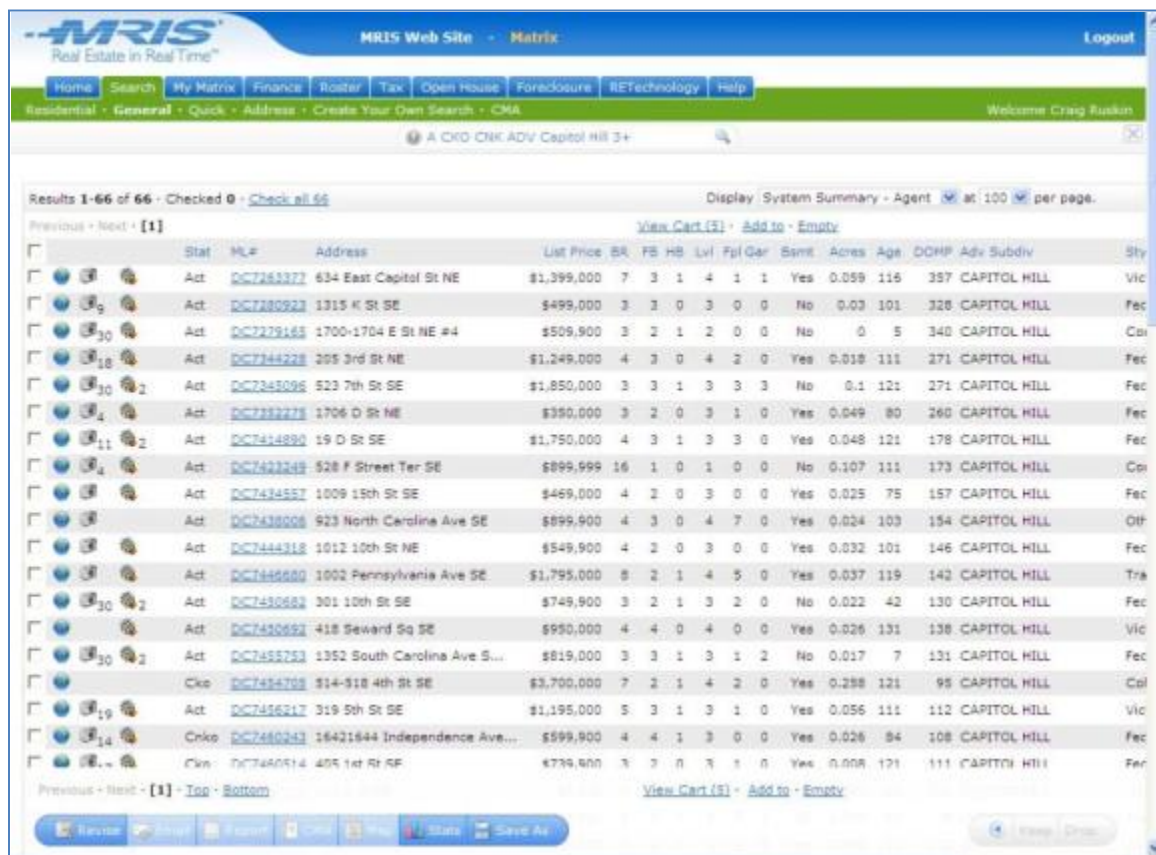
3 2 = 3 bedrooms and 2 bathrooms

3+ 2+ = 3 or more bedrooms and 2 or more bathrooms.

**Step 2:** Click the **Search**  icon.



The search results display.



## Save Speed Bar Shortcut

In this example, the agent saves the speed bar search performed in the preceding procedure.

**Step 1:** After a speed bar search results are displayed, click **Save As**.

A small window displays to the right.

**Step 2:** Click **New Speed Bar Shortcut**.

MRIS Web Site - Matrix

Home Search My Matrix Finance Roster Tax Open House Foreclosure RETechnology Help

Residential General Quick Address Create Your Own Search CMA

Welcome Craig Ruskin

A CKD CKK ADV Capitol Hill 3+

Results 1-66 of 66 - Checked 0 - Check all 66

Display System Summary - Agent at 100 per page.

Previous Next [1]

View Card (5) Add to Empty

	Status	ML#	Address	List Price	BR	FB	HB	Lvl	Ppl	Gar	Bsmk	Acres	Age	OCHP	Adv	Subdiv	Sty
	Act	DC7453377	634 East Capitol St NE	\$1,399,000	7	3	1	4	1	1	Yes	0.059	116	357	CAPITOL HILL	Vic	
	Act	DC7450922	1315 K St SE	\$499,000	3	3	0	3	0	0	No	0.03	101	326	CAPITOL HILL	Fec	
	Act	DC7479165	1700-1704 E St NE #4	\$509,900	3	2	1	2	0	0	No	0	5	340	CAPITOL HILL	Col	
	Act	DC7444728	205 3rd St NE	\$1,249,000	4	3	0	4	2	0	Yes	0.018	111	271	CAPITOL HILL	Fec	
	Act	DC745096	523 7th St SE	\$1,850,000	3	3	1	3	3	3	No	0.1	121	271	CAPITOL HILL	Fec	
	Act	DC7433278	1706 D St NE	\$350,000	3	2	0	3	1	0	Yes	0.049	80	260	CAPITOL HILL	Fec	
	Act	DC7414890	19 D St SE	\$1,750,000	4	3	1	3	3	0	Yes	0.048	121	178	CAPITOL HILL	Fec	
	Act	DC7423265	528 F Street Ter SE	\$899,999	16	1	0	1	0	0	No	0.107	111	173	CAPITOL HILL	Col	
	Act	DC7434557	1009 15th St SE	\$469,000	4	2	0	3	0	0	Yes	0.025	75	157	CAPITOL HILL	Fec	
	Act	DC7438006	923 North Carolina Ave SE	\$899,900	4	3	0	4	7	0	Yes	0.024	103	154	CAPITOL HILL	Off	
	Act	DC7444318	1012 10th St NE	\$549,900	4	2	0	3	0	0	Yes	0.032	101	146	CAPITOL HILL	Fec	
	Act	DC7446680	1002 Pennsylvania Ave SE	\$1,795,000	8	2	1	4	5	0	Yes	0.037	119	142	CAPITOL HILL	Tra	
	Act	DC7430663	301 10th St SE	\$749,900	3	2	1	3	2	0	No	0.022	42	130	CAPITOL HILL	Fec	
	Act	DC7430692	418 Seward Sq SE	\$950,000	4	4	0	4	0	0	Yes	0.026	131	138	CAPITOL HILL	Vic	
	Act	DC7455253	1352 South Carolina Ave S...	\$619,000	3	3	1	3	1	2	No	0.017	7	131	CAPITOL HILL	Fec	
	Clk	DC7454705	\$14-\$18 4th St SE	\$3,700,000	7	2	1	4	2	0	Yes	0.258	121	98	CAPITOL HILL	Col	
	Act	DC7456217	319 5th St SE	\$1,195,000	5	3	1	3	1	0	Yes	0.056	111	112	CAPITOL HILL	Vic	
	Crko	DC7460243	16421644 Independence	\$599,900	4	4	1	3	0	0	Yes	0.026	84	108	CAPITOL HILL	Fec	
	Clk	DC7440514	405 1st St NE	\$739,900	3	2	0	3	1	0	Yes	0.008	121	111	CAPITOL HILL	Fec	

Previous Next [1] Top Bottom

View Card (5) Add to Empty

Save As

New Saved Search  
New Auto Email  
New Speed Bar Shortcut



The My Matrix page displays.

**Step 3:** In the Speed Box Shortcut field, enter a unique description for the search that is easily remembered.

**Note:** Do not remove the backslash (/) already populated in the field.

Text is limited to a total of 20 characters, including the backslash. A shortcut name may not include spaces, symbols or punctuation

In this example, the Shortcut is named /CapHill3+

**Step 4:** Optionally, enter a more detailed description for the shortcut in the **Description (Optional)** field.

**Step 5:** Click **Save**.

Save a New Speed Bar Short

Speed Bar Shortcut: /Capitol\_Hill\_3+

Description (optional):

Criteria: Status is one of 'Active', 'Contg/KO', 'Contg/NO KO'  
AdvisedSubdivision is 'Capitol Hill'  
Bedrooms is 3+

Existing Shortcuts

/A-2+100-200 County is 'Washington, DC'  
Status is 'Active'  
ListPrice is 100000 to 200000  
Bedrooms is 2+

/DC2+400K-600K Type is 'Attach/Row Hse'  
ListPrice is 400000 to 600000  
Status is 'Active'  
Bedrooms is 2+  
County is 'Washington, DC'

Cancel Save

The search results display, with a notification that the shortcut is created

MRIS Web Site

Matrix

Logout

[Home](#)
[Search](#)
[My Matrix](#)
[Finance](#)
[Roster](#)
[Tax](#)
[Open House](#)
[Foreclosure](#)
[RETechnology](#)
[Help](#)

[Residential](#)
[General](#)
[Quick](#)
[Address](#)
[Create Your Own Search](#)
[CMA](#)

Welcome Craig Buskin

/Capitol\_Hill\_3+

Created shortcut '/Capitol\_Hill\_3+'.

Results 1-66 of 66 - Checked 0 - [Check all 66](#)

Previous - Next - [1]


View Cart [1] - Add to - Empty

Display System Summary - Agents 100 St. 100 per page.

	Stat	ML#	Address	List Price	BR	PB	HB	Lvl	Fpl	Gar	Bant	Acres	Age	DOMP	Adv	Subdiv	Sty
	Act	DC7263377	634 East Capitol St NE	\$1,399,000	7	3	1	4	1	1	Yes	0.059	116	357	CAPITOL HILL	Vic	
	Act	DC7280923	1315 K St SE	\$499,000	3	3	0	3	0	0	No	0.03	101	328	CAPITOL HILL	Fec	
	Act	DC7279145	1700-1704 E St NE #4	\$509,900	3	2	1	2	0	0	No	0	5	340	CAPITOL HILL	Co	


## Retrieve Speed Bar Shortcut

**Step 1:** In the Speed Bar, enter the Shortcut name, starting with the backslash.

**Step 2:** Click the **Search**  icon.



The search results display.



MRIS Web Site - Matrix

Logout

[Home](#) [Search](#) [My Matrix](#) [Finance](#) [Roster](#) [Tax](#) [Open House](#) [Foreclosure](#) [RETechnology](#) [Help](#)

[Residential](#) [General](#) [Quick](#) [Address](#) [Create Your Own Search](#) [CMA](#)

Welcome Craig Buskin

Results 1-66 of 66 - Checked 0 - [Check all 66](#)

Display: [System Summary](#) - Agent ☒ at 100 ☐ per page.

[Previous](#) - [Next](#) - [1]

[View Cart \(5\)](#) - [Add to - Empty](#)

	Stat	M#	Address	List Price	BR	PB	HB	Lvl	Ppl	Gar	Bsm	Acres	Age	OOMP	Adv	Subdiv	Sty
	Act	<a href="#">DC7263377</a>	634 East Capitol St NE	\$1,399,000	7	3	1	4	1	1	Yes	0.059	116	357	CAPITOL HILL	Vic	
	Act	<a href="#">DC7280922</a>	1315 K St SE	\$499,000	3	3	0	3	0	0	No	0.03	101	328	CAPITOL HILL	Fec	
	Act	<a href="#">DC7279165</a>	1700-1704 E St NE #4	\$509,900	3	2	1	2	0	0	No	0	5	340	CAPITOL HILL	Col	
	Act	<a href="#">DC7244728</a>	205 3rd St NE	\$1,249,000	4	3	0	4	2	0	Yes	0.018	111	271	CAPITOL HILL	Fec	
	Act	<a href="#">DC7245096</a>	523 7th St SE	\$1,850,000	3	3	1	3	3	3	No	0.1	121	271	CAPITOL HILL	Fec	
	Act	<a href="#">DC7232776</a>	1706 O St NE	\$350,000	3	2	0	3	1	0	Yes	0.049	80	260	CAPITOL HILL	Fec	
	Act	<a href="#">DC7214880</a>	19 D St SE	\$1,750,000	4	3	1	3	3	0	Yes	0.048	121	178	CAPITOL HILL	Fec	
	Act	<a href="#">DC7232349</a>	528 F Street Ter SE	\$899,999	16	1	0	1	0	0	No	0.107	111	173	CAPITOL HILL	Col	
	Act	<a href="#">DC7234557</a>	1009 15th St SE	\$469,000	4	2	0	3	0	0	Yes	0.025	75	157	CAPITOL HILL	Fec	
	Act	<a href="#">DC7238006</a>	923 North Carolina Ave SE	\$899,900	4	3	0	4	7	0	Yes	0.024	103	154	CAPITOL HILL	Off	
	Act	<a href="#">DC7244318</a>	1012 10th St NE	\$549,800	4	2	0	3	0	0	Yes	0.032	101	146	CAPITOL HILL	Fec	
	Act	<a href="#">DC7246680</a>	1002 Pennsylvania Ave SE	\$1,795,000	8	2	1	4	5	0	Yes	0.037	119	142	CAPITOL HILL	Tra	
	Act	<a href="#">DC7230682</a>	301 10th St SE	\$749,900	3	2	1	3	2	0	No	0.022	42	130	CAPITOL HILL	Fec	
	Act	<a href="#">DC7230692</a>	418 Seward Sq SE	\$950,000	4	4	0	4	0	0	Yes	0.026	131	138	CAPITOL HILL	Vic	
	Act	<a href="#">DC7255753</a>	1352 South Carolina Ave S...	\$819,000	3	3	1	3	1	2	No	0.017	7	131	CAPITOL HILL	Fec	
	Clc	<a href="#">DC7264708</a>	514-518 4th St SE	\$3,700,000	7	2	1	4	2	0	Yes	0.258	121	95	CAPITOL HILL	Col	
	Act	<a href="#">DC7256217</a>	519 5th St SE	\$1,195,000	5	3	1	3	1	0	Yes	0.056	111	112	CAPITOL HILL	Vic	
	Crko	<a href="#">DC7260243</a>	16421644 Independence Ave...	\$599,900	4	4	1	3	0	0	Yes	0.026	84	108	CAPITOL HILL	Fec	
	Clm	<a href="#">DC7240514</a>	405 1st St NE	\$759,900	5	3	0	5	1	0	Yes	0.008	131	111	CAPITOL HILL	Fec	

[Previous](#) - [Next](#) - [1] - [Top](#) - [Bottom](#)

[View Cart \(5\)](#) - [Add to - Empty](#)

[Review](#) [Print](#) [Export](#) [CMA](#) [Tax](#) [Stats](#) [Save As](#)

[Back](#) [Close](#)

## Modify Speed Bar Shortcut Results

Modify the results of a Speed Bar Shortcut search by entering additional codes.

**Step 1:** In the Speed Bar, enter additional field codes as necessary. **Follow the Look Up Speed Bar Codes** procedure in this module, if needed.

In this example, the field code *BS* is added to return only listings with Basements

**Step 2:** Click the **Search** icon.



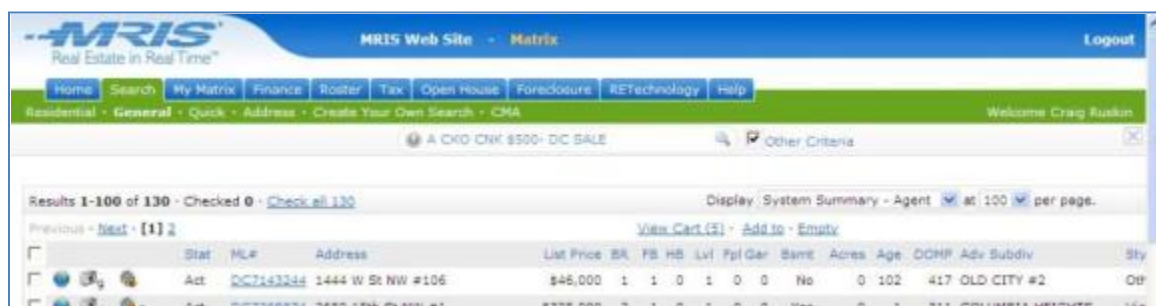
The modified search results display.




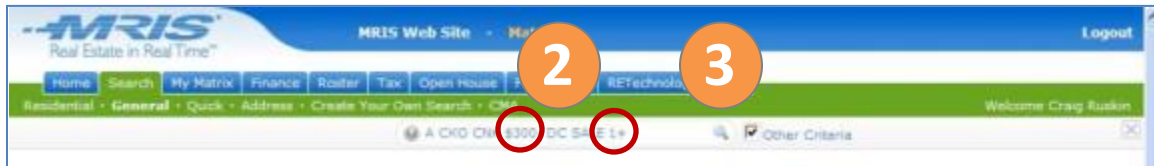
## 1.4.2 Modify General Searches with Speed Bar

To modify the results of a general search with the Speed Bar, perform the following procedure.

**Step 1:** Perform a general searching using the methods detailed in Module 2 of this manual. The codes from that search automatically populate the speed bar. Search terms which are not Speed Bar Codes (e.g., Zip Codes) are not listed in the Speed Bar, and are accessed by clicking **Other Criteria**.



- Step 2:** Click in the Speed Bar and enter, delete or modify codes to change the search.  
If needed, perform the **Look Up Speed Bar Codes** procedure detailed in this module to determine the appropriate codes.
- Step 3:** Click the **Search**  icon.




The modified search results display, based on the changed codes entered in the Speed Bar. To maintain the integrity of original search, the modified search is not saved. If warranted, perform the **Save Speed Bar Shortcut** procedure detailed in this module to save the Speed Bar search.



**Note:** Codes from the most recently performed search (General or Speed Bar) always populate the Speed Bar, which is available on every Matrix page. Therefore, you do not always need to perform Step 1. Just enter Speed Bar codes in the Speed Bar at any time and click the **Search** icon.

### 1.4.3 Revealing and Hiding the Speed Bar

To hide the Speed Bar, click the  icon below Welcome.



To reveal the Speed Bar, click the down arrow icon to the right of Welcome.





# Module 2 – Search

Matrix provides a comprehensive and powerful tool to search for property listings. The Search functionality is inclusive for all property types and listing statuses, and contains all listings entered by MRIS customers. Search results have up-to-date information at your fingertips, including changes in listing price or status.

The Search page contains 22 search links, organized to help direct a search using two main criteria simultaneously: property type and search type.

Click any of the searches under the **Residential** property type to limit a search to Residential listings. Similarly, click any of the searches under **Lot & Land**, **Commercial**, or **Multi-Family** property types to limit a search to Lot & Land, Commercial, or Multi-Family listings, respectively. The two **Cross Property** searches do not limit the search to a specific property type.

For each of the Residential, Lot & Land, Commercial, Multi-Family property types, there are five search types: **General**, **Quick**, **Address**, **Create Your Own Search** and **CMA**. Cross Property searches include only General and Quick searches.

**General** search pages display a broad range of search criteria from which to enter.

**Quick** search pages contain a limited number of criteria such as *ML#*, *County*, *Status*, and fields with Listing and Selling Agent information.

**Address** search pages contain search criteria to easily locate property geographically.

**Create Your Own Searches** search pages contain just two fields, *County* and *Status*. Add additional fields to customize the search. Fields added to a search page remain on the search page for future searches until they are removed.

**CMA** search pages contain search criteria commonly used in creating a Comparative Market Analysis (CMA). After the search results display, follow the procedures in the **CMA** section of this Module to create the CMA report. CMA reports can be generated from any search results page, not just CMA search results pages.

All searches, regardless of property type and search type follow the same basic steps:

First, navigate to the search page and specify search criteria. Optionally, add and remove additional criteria, select a map, customize the way search results display, and check criteria and counts. After inputting criteria, click **Search** to enact the search. Optionally, save the search.

**Note:** You can also search listings with the Speed Bar by following the procedures in the **Speed Bar** section in Module 1 of this user manual. Search results display in a *General* search results page for the applicable Property Type. Follow the procedures in the **Search Results** and **Work with Selected Listings** sections in this module to explore the Speed Bar Search results and work with listings.

After obtaining search results, you can sort the results, view individual listings and their details, and watch a listing. You can also work with one or more listings from within the search results, by creating emails to contacts, reports, CMAs, and generating statistics.

## 2.1 Perform a Search

The following procedures guide you through the steps to create a search. Of the procedures that follow, only **Navigation**, **Enter Search Criteria** and **Run Search** are required. All other procedures are optional.

### 2.1.1 Navigation

To begin a search, perform the following procedure.


**Step 1:** From the Home page, click [Search](#). The Search page displays.

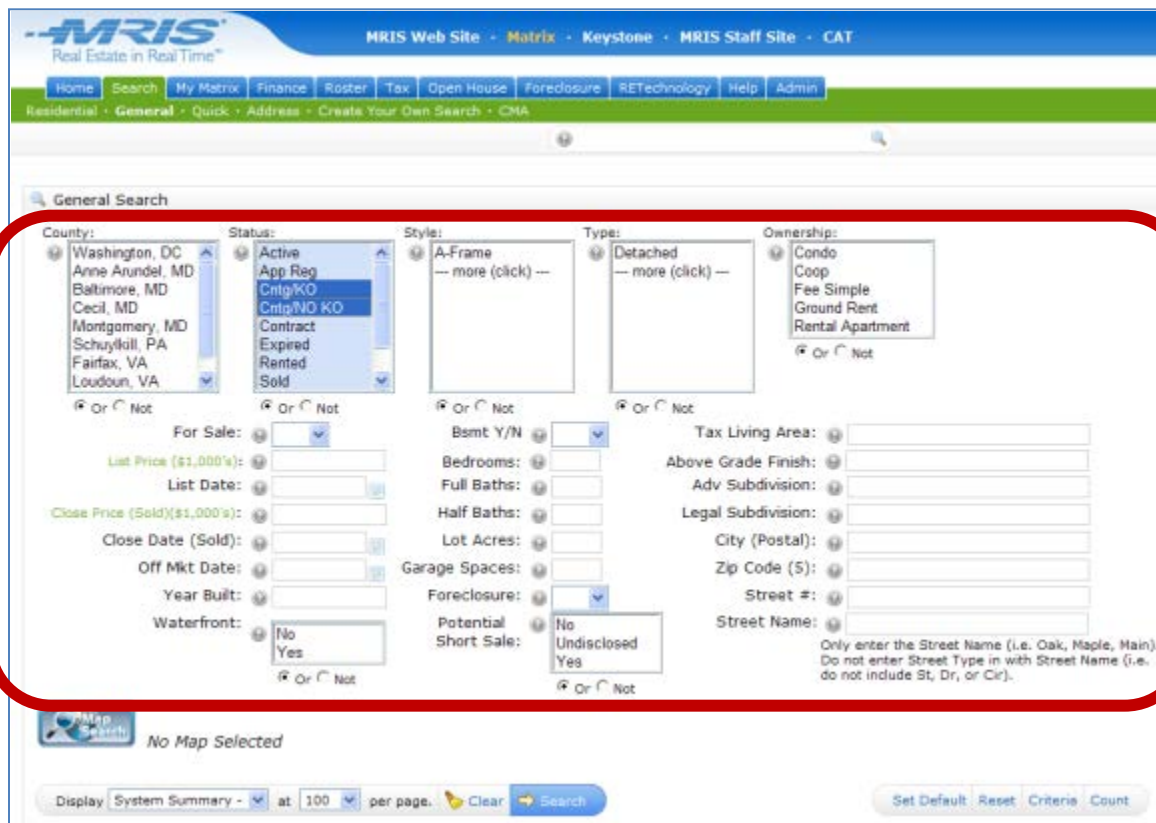
**Step 2:** Determine the property type to search by ([Residential](#), [Lot & Land](#), [Commercial](#), [Multi-Family](#) or [Cross Property](#)), and the type of search to perform ([General](#), [Quick](#), [Address](#), [Create Your Own Search](#), [CMA](#)), and click the applicable link. See the introduction to this module for details on property type and search type.



## 2.1.2 Enter Search Criteria

Continue the search by entering search criteria in the main window of the Search page. Each of the 22 search links displays pages with different search criteria, customized for the property and search types. Criteria for the search are entered by a variety of methods: by selecting one more items from a pick list (e.g. *County*), selecting an item from a dropdown menu (e.g. *For Sale*), or by entering alphanumeric text (e.g. *Street Name*), numbers (e.g. *Year Built*) or dates (e.g. *List Date*) into fields. Some fields can use data in more than one format (e.g. entering a date range with numbers or dates), or can accept a range of data (e.g. 300-500, or 3+).

All search fields and controls have an information  icon to the left of the field's label. Place the cursor over the information icon to display a yellow tooltip with directions for entering information. Alternatively, click the information icon to display in separate window the directions for entering information.



### Search Tips

#### Pick List controls (e.g. *County*, *Status*, *Style*)

If an item is not displayed, scroll to view more items in the list. To display all items available in the list, scroll the bottom of the list, and click **--- more (click) ---**.

To select single or multiple items, press the CTRL key and click items. To de-select single or multiple items, press the CTRL key and click already selected items.

Use the **And/Or/Not** radio buttons as needed in conjunction with selecting multiple items from a pick list. Each field defaults to “**Or**”.

- And** retrieves listings that match ALL of the Item(s) selected
- Or** retrieves listings that match ANY of the Items selected
- Not** retrieves listings that DO NOT have the item(s) selected

**Text fields** (e.g. *Adv Subdivision, City (Postal), Street Name*)

Use the asterisk ( **\*** ) as a wildcard, or substitute for any portion of the name of which you are unsure. For example: **Beth\*** entered in the *City* field would search for all listings beginning with **Beth**: Bethesda, Bethany, etc.

Use the exclamation mark ( **!** ) before or after text entered within the search to indicate exclusion. It can be used separately, or in combination with the wildcard (the asterisk). For example: **!Beth\*** entered in the *City* field would *exclude* listings beginning with **Beth**: Bethesda, Bethany, etc.

Use a comma ( **,** ) to separate multiple items in a list. For example: **Bethesda, Rockville**

**Number fields that accept ranges** (e.g. *Bedrooms, Full Bath*)

Use an exact number, the minus sign or the plus sign. For example:

- 2** to find exactly two bedrooms
- 2-** to find 2 or fewer bedrooms
- 2+** to find 2 or more bedrooms
- 2-5** to find a range of bedrooms from 2 to 5 bedrooms

**Price fields that accept ranges** (e.g. *List Price*)

Do not include commas or dollar signs in criteria. Prices are entered in thousands; the three trailing zeros are not needed. Use decimals for values less than \$1000. Search for a range by using a dash ( **-** ) between the two numbers. Use **+** or **>** to indicate greater than or equal to; Use **-** or **<** to indicate less than or equal to. For example:

- 100** for exactly \$100,000
- 200-** or **<200** for less than or equal to \$200,000
- 200+** or **>200** for greater than or equal to \$200,000
- 650-700** for a sale price of \$650,000 - \$700,000
- .75-1** for a rent price of \$750 to \$1000

**Dates** (e.g. *List Date*)

Click the calendar  icon to select a date from a pop up calendar.

Or, enter dates/numbers:

- For a single date, enter the date in the mm/dd/yyyy format: **7/20/2003**
- For a range of dates, use a dash between two dates: **7/28/2003-7/31/2003**
- Enter a number and a **+** to search from the current date, backward: **180+** to search the range of 180 days back through the present date

Enter a date and a + or a > for dates greater than or equal to the date entered:

**7/31/2003+ or >7/31/2003**

Enter date and a – or a < for dates less than or equal to the date entered:

**7/31/2003- or <7/31/2003**

## 2.1.3 Add/Remove Additional Fields

Matrix has dozens of criteria (fields) that do not show up automatically on a search page. However, you can add any of these fields to the search page to further customize a search. Perform the following procedures to add and remove fields to a search. If you do not need to add search fields, skip these procedures. For each search page, added fields remain on the page for each subsequent search until they are removed.

**Note:** These procedures are required when creating a **Create Your Own Search** search. Since a **Create Your Own Search** search initially includes only the *County* and *Status* fields, performing the following procedures fleshes out the search.

### Add Additional Fields

**Step 1:** Click [Add](#) (or [Add/Remove](#)) to the right of Additional Fields.

The screenshot shows the MRIS Web Site interface. At the top, there's a navigation bar with links like Home, Search, My Matrix, Finance, Roster, Tax, Open House, Foreclosure, RETechnology, and Help. Below this is a green banner with 'Residential - General - Quick - Address - Create Your Own Search - CMA' and a 'Welcome Craig Ruskin' message. The main content area is titled 'General Search' and contains several dropdown menus and input fields for search criteria. These include County (Washington, DC, Sussex, DE, Montgomery, MD), Status (Active, App Reg, Conting KO, Conting NO KO, Contract, Expired, Rented, Sold), Style (Cottage House, more (click)), Type (Attach/Row Hse, Detached, more (click)), and Ownership (Condo, Coop, Fee Simple, Ground Rent, Rental Apartment, Or Not). There are also checkboxes for 'For Sale', 'Close Price (Sold)', 'Off Mkt Date', 'Year Built', 'Waterfront', 'Bsmt Y/N', 'Bedrooms', 'Full Baths', 'Half Baths', 'Lot Acres', 'Garage Spaces', 'Foreclosure', 'Potential Short Sale', 'No Undisclosed', 'Yes', 'Tax Living Area', 'Above Grade Finish', 'Adv Subdivision', 'Legal Subdivision', 'City (Postal)', 'Zip Code (5)', 'Street #', and 'Street Name'. At the bottom of the search criteria, there's a 'No Map Selected' button. Below the search criteria, there's a 'Display System Summary' button, a 'per page' dropdown set to 100, a 'Clear' button, and a 'Search' button. At the very bottom, there's a section for 'Additional Fields' with an 'Add' button highlighted by an orange circle with the number 1.

The Frequently Used Fields page displays.

**Step 2:** In the **Available Fields** area, select additional field(s). To select more than one field at time, hold down the CTRL key while selecting the fields. Scroll down to see additional fields.

**Step 3:** Click **Add** or double-click the field(s) to move the items to the **Selected Fields** area.

**Step 4:** Optionally, select one field and click **Move Up** or **Move Down** to rearrange the order of the additional fields.

**Step 5:** Click **Return to Search**.

MRIS Web Site - Matrix

Home Search My Matrix Finance Roster Tax Open House Foreclosure RETechnology Help

Residential General Quick Address Create Your Own Search CMA

Welcome Craig Ruskin

### Frequently Used Fields

These are the frequently used search fields; you can add them to your search page to create customized searches.

**Available Fields**

- AboveGradeAreaFinished
- AboveGradeAreaUnfinished
- ADC Map
- AdditionalCompensation
- AdvertisedSubdivision
- AgriculturalDistrict
- AgriculturalTaxDue
- AltAgentFirstName
- AltAgentID
- AltAgentLastName
- AltAgentNickname
- Amenities

**Selected Fields**

- Attic Y/N
- Parking
- Swimming Pool Y/N

Return to Search

The additional field(s) display at the bottom of the search page. You may have to scroll down to view them. See the **Entering Search Criteria** and **Search Tips** sections in this module for instructions on using the additional criteria.

Waterfront: No Yes Or Not

Potential Short Sale: No Undisclosed Yes Or Not

Street Name: Only enter the Street Name (i.e. Oak, Maple, Main). Do not enter Street Type in with Street Name (i.e. do not include St, Dr, or Cir).

No Map Selected

Display System Summary at 100 per page. Clear Search

Set Default Criteria Count

**Additional Fields** Add/Remove

- Attic Y/N
  - Yes
  - No
  - Or Not
  - Additional Storage Area
  - Asphalt Driveway
  - Assigned
  - Attached
  - Attendant
  - And Or Not
- Parking
  - And Or Not
- Swimming Pool Y/N
  - Yes
  - No
  - Or Not



## Remove Additional Fields

**Step 1:** Click **Add/Remove** to the right of Additional Fields.

The Frequently Used Fields page displays.

**Step 2:** In the **Selected Fields** area, click the fields to remove. To select more than one field at time, hold down the CTRL key while selecting the fields.

**Step 3:** Click **Remove**.

The field(s) are removed from the Selected Fields area.  
**Step 4:** Click [Return to Search](#).

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MRIS Web Site - Matrix Logout

Home Search My Matrix Finance Roster Tax Open House Foreclosure RETechnology Help

Residential - General - Quick - Address - Create Your Own Search - CMA Welcome Craig Ruskin

**Frequently Used Fields**

These are the frequently used search fields; you can add them to your search page to create customized searches.

**Available Fields**

- AboveGradeAreaFinished
- AboveGradeAreaUnfinished
- ADC Map
- AdditionalCompensation
- AdvisedSubdivision
- AgriculturalDistrict
- AgriculturalTaxDue
- AltAgentFirstName
- AltAgentID
- AltAgentLastName
- AltAgentNickname
- Amenities

Add -> Remove <-

**Selected Fields**

Move Up Move Down

[Return to Search](#)

**4**

The additional search fields are removed from the search page.

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MRIS Web Site - Matrix Logout

Home Search My Matrix Finance Roster Tax Open House Foreclosure RETechnology Help

Residential - General - Quick - Address - Create Your Own Search - CMA Welcome Craig Ruskin

**General Search**

County: Washington, DC Sussex, DE Montgomery, MD --- more (click) ---

Status: Active App Reg Cnlg/KO Cnlg/NO KO Contract Expired Rented Sold

Style: Cnlg House --- more (click) ---

Type: Attach/Row Hse Detached --- more (click) ---

Ownership: Condo Coop Fee Simple Ground Rent Rental Apartment Or Not

For Sale: Or Not

List Price (\$1,000's):

List Date:

Close Price (Sold) (\$1,000's):

Close Date (Sold):

Off Mkt Date:

Year Built:

Waterfront: No Yes Or Not

Bedrooms:

Full Baths:

Half Baths:

Lot Acres:

Garage Spaces:

Foreclosure: Or Not

Potential Short Sale: No Undisclosed Yes Or Not

Tax Living Area:

Above Grade Finish:

Adv Subdivision:

Legal Subdivision:

City (Postal):

Zip Code (5):

Street #:

Street Name:

Only enter the Street Name (i.e. Oak, Maple, Main). Do not enter Street Type in with Street Name (i.e. do not include St, Dr, or Cir).

No Map Selected

Display System Summary - at 100 per page. Clear Search

Set Default Criteria Count

Additional Fields Add



## 2.1.4 Map Search

To further geographically specify a search, optionally define a search area on a map from which to select listings. If you do not need to add a map, skip these procedures.

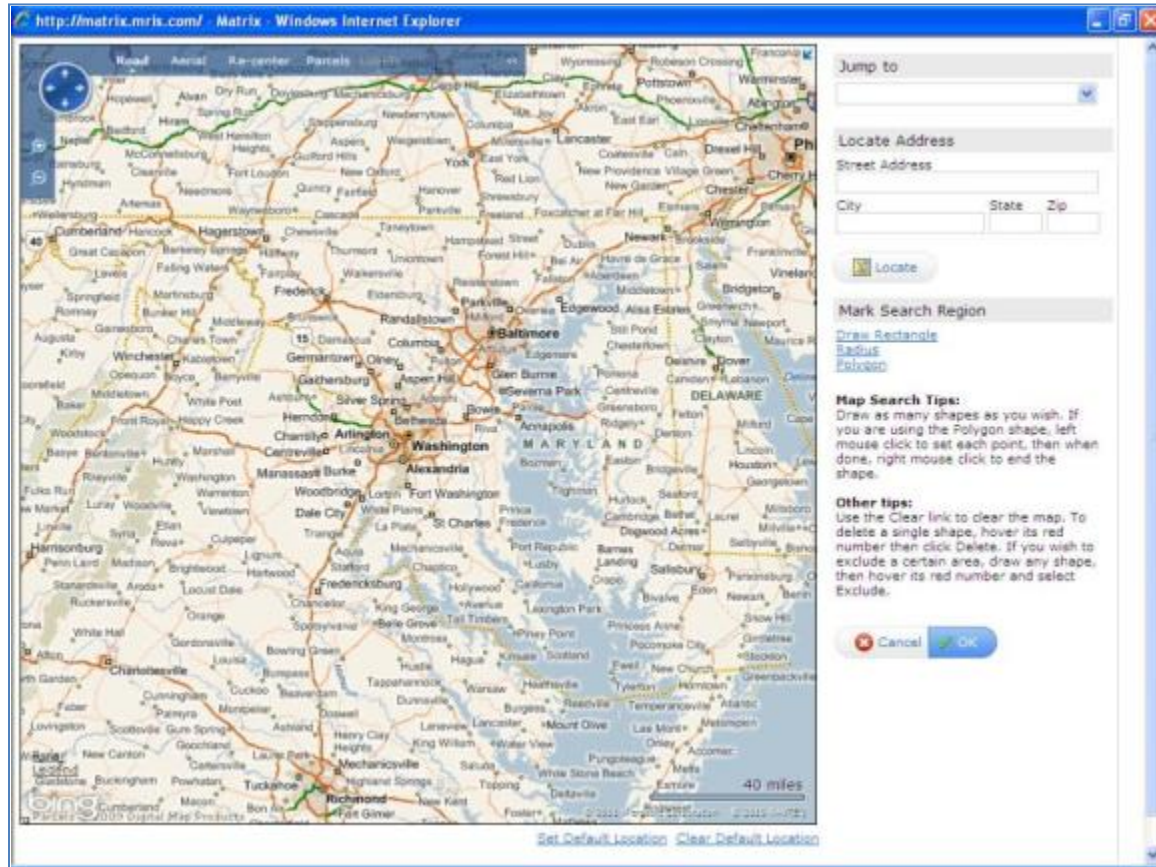
**Note:** When using Map Search to geographically define a search area, avoid the use of other geographical Search Criteria (such as *Advertised Subdivision*, *City (Postal)*, *Zip* or *Street Name*) to prevent mutually exclusive criteria from being entered. For example: a search with a Map Search specifying a location that does not include a Zip Code that was entered in the Search Criteria produces a result with no listings.

### Navigate to Map

**Step 1:** From the Search page, click **Map Search**.

The screenshot shows the MRIS Web Site search interface. The top navigation bar includes links for Home, Search, My Matrix, Finance, Roster, Tax, Open House, Foreclosure, RETechnology, and Help. The main search area is titled 'General Search' and contains several dropdown menus and input fields for filtering results. A red circle with the number '1' highlights the 'Map Search' button in the bottom left corner of the search area. The 'Map Search' button is located below the 'Waterfront' and 'Potential Short Sale' filters. The 'Map Search' button is labeled 'Map Search' and has a small map icon next to it. Below the 'Map Search' button, there is a text box that says 'No Map Selected'.

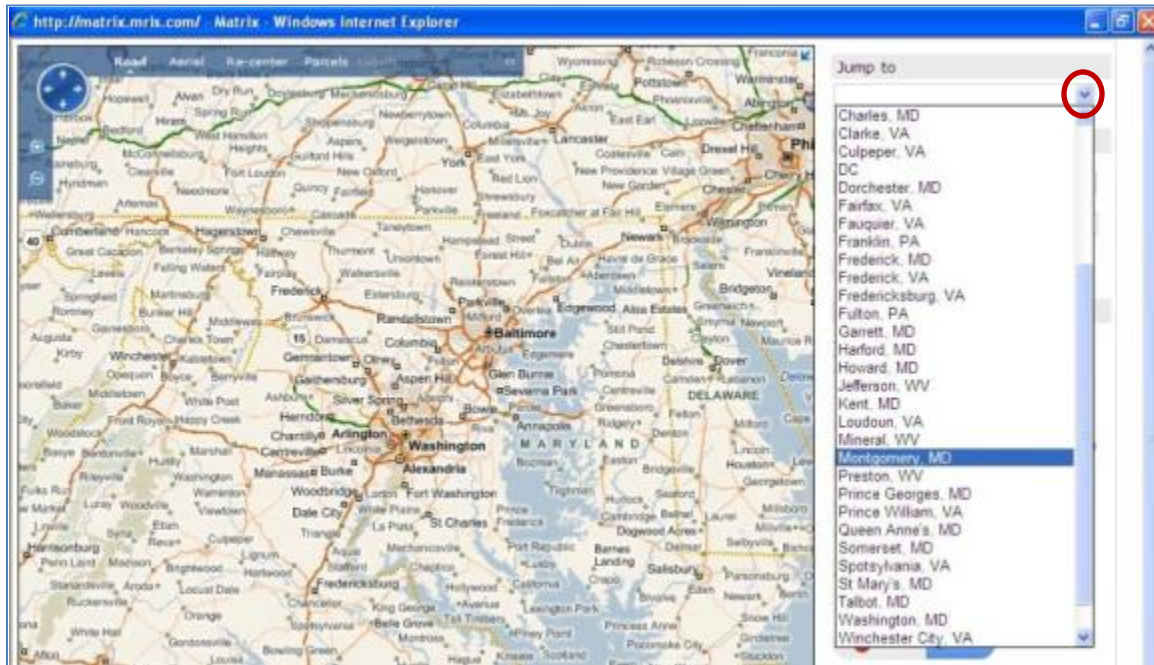
A map of the region displays in a new window.



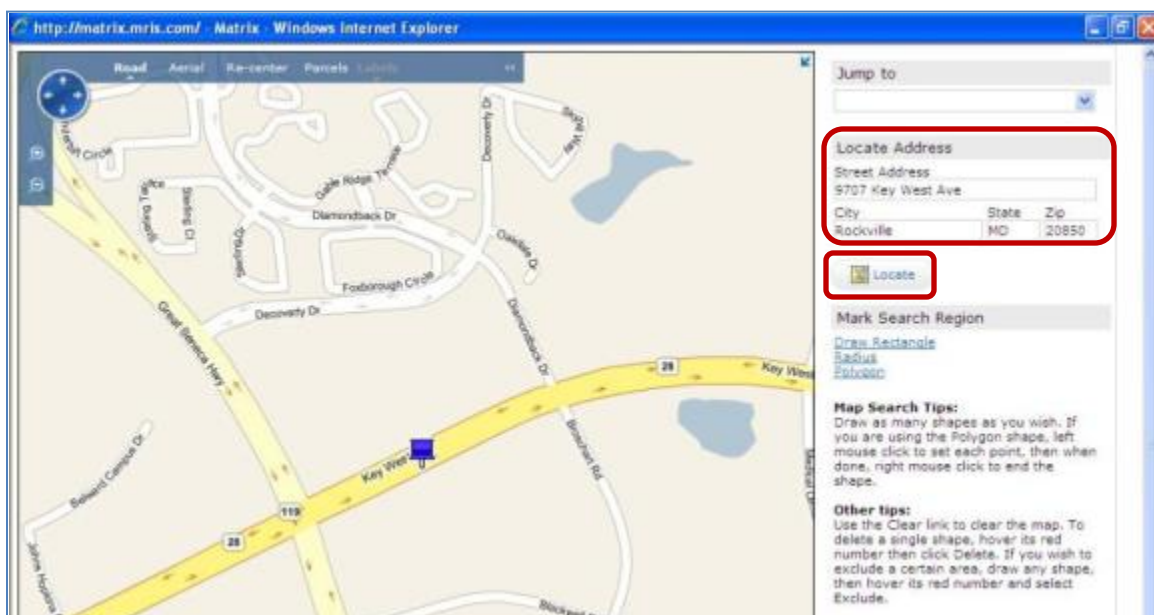
## Adjust the Map

To adjust the map to the desired location or zoom level, or to change the information displayed, perform one or more of the functions below:

Click the **Jump to** dropdown arrow and select a County from the dropdown list. You may have to scroll down for the applicable item. The map is now zoomed in and centered over the selected county.



Enter address information into the **Street Address**, **City**, **State** and **Zip** fields in the **Locate Address** area. Click **Locate**. The map is now zoomed in and centered over the entered location.





Click the **Zoom In** and **Zoom Out** icons of the slider bar near the top of the left side of the map to magnify or expand the map.



Click anywhere on the circle of the **Panning** icon in the top left corner of the map to move the map in the direction clicked.



Click anywhere on the map and drag the map in any direction.

Expand the mini-map using the **Expand** icon in the top right of the map. Click anywhere on the mini-map and drag the mini-map in any direction. Release the click button to have the main map move accordingly.



Click the **Collapse** icon at the lower left of the mini-map to close the mini-map.





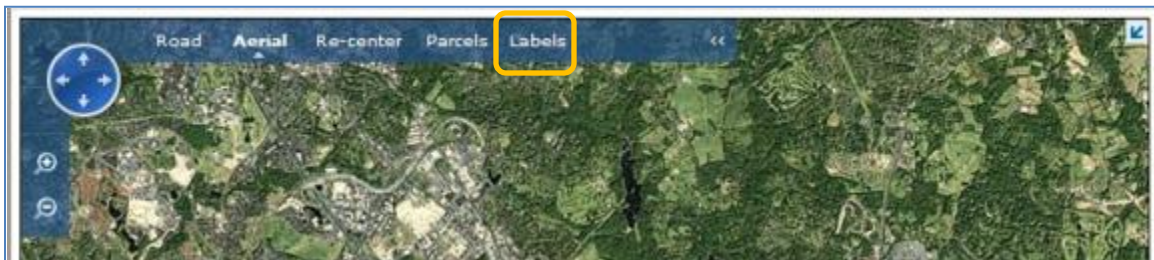
Click **Road** to display a standard street map. This is the default view.



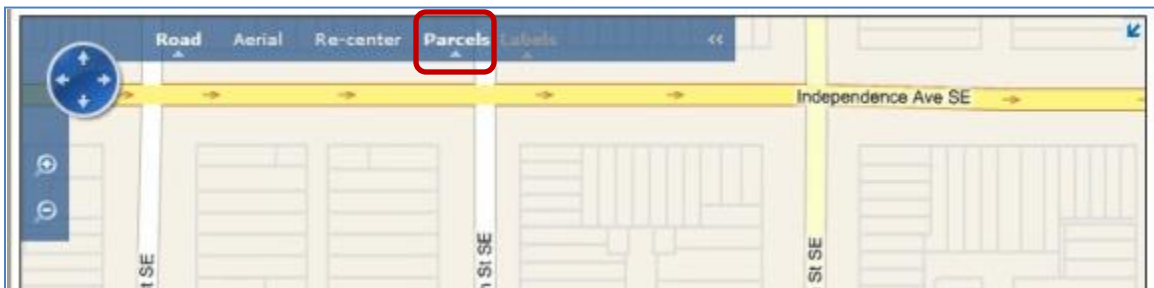
Click **Aerial** to display a satellite view of the map.



While in Aerial view, click **Labels** to display street and place name information. Click **Labels** again to hide street and place name information.



Click **Parcels** to display individual parcels. Note that this function is available only in select locations and at a high zoom level.



If you have moved the map after drawing a search area (see **Draw Search Area**, below), click **Re-center** to reposition the map so that search area is at the center.



## Draw Search Area

After adjusting the map to your specifications, draw the search area from which listings will be retrieved. Shapes include Rectangle, Circle (Radius), and Polygon. Draw as many shapes as needed. To erase the entire search area, click [Clear](#).

### Draw Rectangle

**Step 1:** Click [Draw Rectangle](#).

**Step 2:** Move the cursor to where you would like to place a corner of the rectangle on the map, and click.  
A red circle with a number in it displays where you clicked.

**Step 3:** Without releasing the click button, move the cursor diagonally to where you would like to set the opposing corner, and then release the click button.

The rectangular search area displays on the map.



### Draw Circle

**Step 1:** Click [Radius](#).

**Step 2:** Move the cursor to where you would like to place the center of the circle on the map, and click.  
A red circle with a number in it displays where you clicked.

**Step 3:** Without releasing the click button, move the cursor away from the center of the circle to expand the circle's radius. The radius length is displayed as you move the cursor.

**Step 4:** Release the click button to set the circle's radius.

The circular search area displays on the map.





## Draw Polygon

**Step 1:** Click [Polygon](#).

**Step 2:** Move the cursor to where you would like to set a corner of the polygon on the map, and click.

A red circle with a number in it displays where you clicked.

**Step 3:** Move the cursor to a desired area of the map and click to set another corner of the polygon.

**Step 4:** Repeat Step 3 as needed for each corner of the polygon.

**Step 5:** Right-click to finish drawing the polygon.

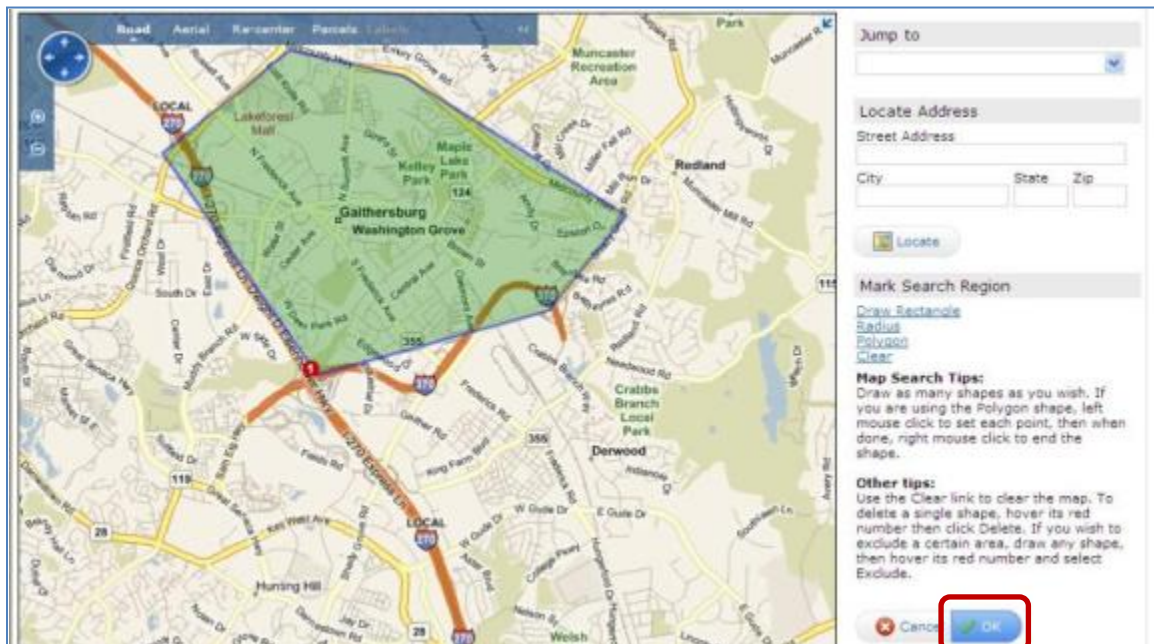
The polygonal search area displays on the map.



To remove one shape, place the cursor over its red number, and click [Delete Section](#) in the tooltip that displays.

## Set Search Area

To set the search area, click [OK](#).



The Search page displays with a **Map Area Selected** notice to confirm that the geographic search area is set.

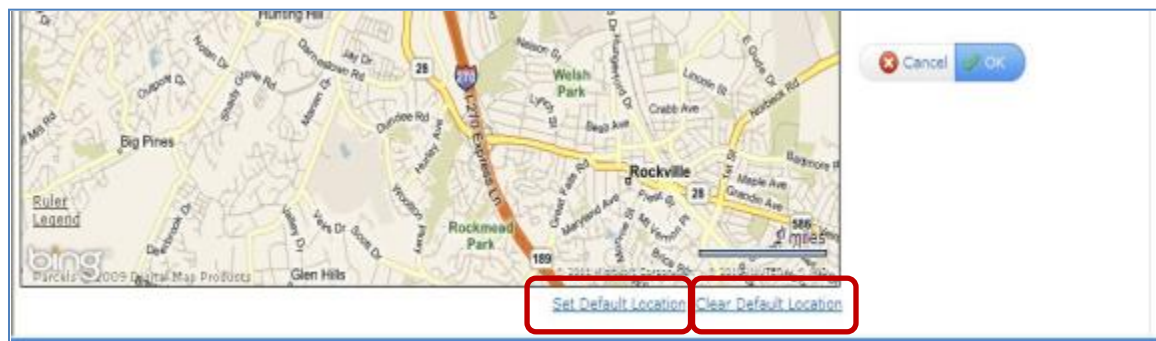
The screenshot shows the MRIS Web Site search interface. At the top, there's a navigation bar with links like Home, Search, My Matrix, Finance, Roster, Tax, Open House, Foreclosure, RETechnology, and Help. Below this is a 'General Search' section with multiple dropdown menus for County, Status, Style, Type, and Ownership. There are also input fields for price, date, and other search criteria. A red box highlights the 'Map Area Selected' button, which is located at the bottom left of the search filters. To the right of this button is a 'Clear Map' link.

To clear the search area, click **Clear Map**.

To modify the search area, click **Map Search** again, and follow the procedures in this section.

## Set or Clear Default Map Location

To have the map display the same area each time you create a map search, perform the procedures in the **Adjust the Map** section in this module, and click **Set Default Location**. To reset the map to display the entire MRIS coverage area when you create a map search, click **Clear Default Location**.



## 2.1.5 Search Page Action Buttons

Several action buttons display at the bottom of the search page. They function to modify the way the search results page displays, to work with default settings, or to check the search criteria before running the search.

The screenshot shows a search page with various input fields for search criteria. At the bottom, there are two red boxes highlighting specific action buttons. The first box contains the 'Display' dropdown menu, which is currently set to 'System Summary', and the 'per page' dropdown menu, which is currently set to '100'. The second box contains the 'Set Default', 'Reset', 'Criteria', and 'Count' buttons. Below these boxes, there is a 'Search' button and an 'Additional Fields' link.

Click the **Display** dropdown arrow to reveal a menu with a choice of ten formats to display the search results. Select an item in the menu to change the report from the default format, *System Summary - Agent*. Displays may also be selected on the search results page.

Click the **per page** dropdown arrow to reveal a menu with a list of choices for the number of items seen per search results page, 10, 25, 50 or 100. The default value is 100. The number of listings to display per page may also be selected on the search results page.

Click **Clear** to remove all search criteria from the search.


Click **Set Default** to make the current search criteria the default search criteria for the current search page.

Click **Reset** to clear the default search criteria for the current search page.

Click **Criteria** to display the criteria for the current search on a subsequent page. Click **Revise** to return to the search page, or click **Search** to view the search results.



The screenshot shows a 'Search Criteria' dialog box. It contains the following text: 'County is 'Washington, DC'', 'Status is one of 'Active', 'Cntg/KO', 'Cntg/NO KO'', and 'Zip5 is '20003''. Below the text are two buttons: 'Search' and 'Revise'.

Click **Count** to display the number of items that will be returned in the search on a subsequent page. Click **Revise** to return to the search page, or click **Search** to view the search results.

 **Count**

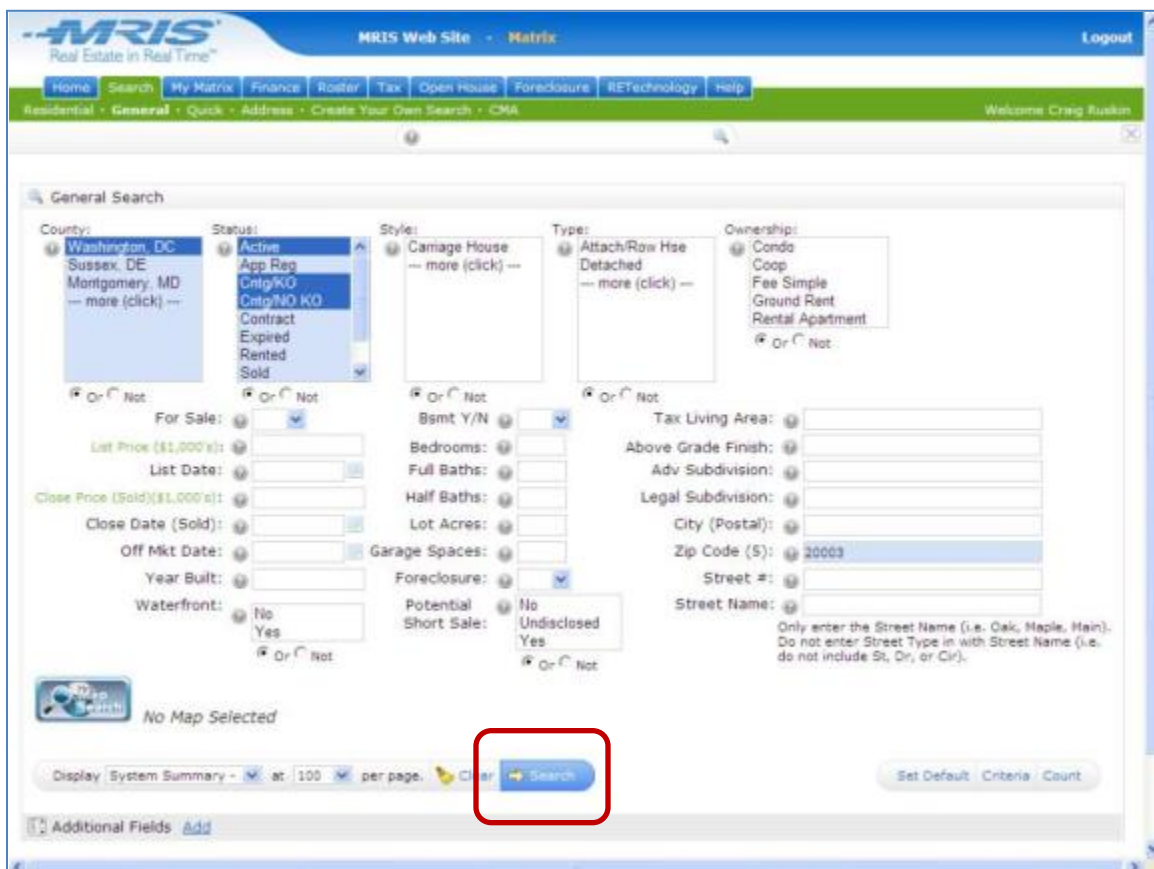
**Your search returned 113 listings.**

County is 'Washington, DC'  
Status is one of 'Active', 'Cntg/KO', 'Cntg/NO KO'  
Zip5 is '20003'  
Found **113** results in 0.17 seconds

 **Revise**  **Search**

## 2.1.6 Run Search

When you have entered all the search criteria, click **Search** to run the search.



The screenshot shows the MRIS Web Site search interface. The 'General Search' section is visible, showing various filters like County, Status, Style, Type, and Ownership. The 'Search' button is highlighted with a red rectangle.



The search results page displays with the listings found based on the search criteria.

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MRIS Web Site - Matrix Logout

Home Search My Matrix Finance Roster Tax Open House Foreclosure RETechnology Help

Residential - General - Quick - Address - Create Your Own Search - CMA Welcome Craig Ruskon

A CKD CNK DC Other Criteria

Results 1-100 of 113 - Checked 0 - [Check all 113](#) Display System Summary - Agent at 100 per page.

Previous - [Next](#) - [1] 2 [View Cart \(5\)](#) - [Add to](#) - [Empty](#)

	Stat	ML#	Address	List Price	BR	FB	HB	Lvl	Fpl	Gar	Bank	Acres	Age	DOHP	Adv	Subdiv	Sty
<input type="checkbox"/>		Act	<a href="#">DC7174231</a>	430 18th St SE #206	\$329,300	2	1	0	1	0	0	No	0	64	484	CAPITOL HILL	Art
<input type="checkbox"/>		Act	<a href="#">DC7280922</a>	1315 K St SE	\$499,000	3	3	0	3	0	0	No	0.03	101	337	CAPITOL HILL	Fec
<input type="checkbox"/>		Cks	<a href="#">DC7212411</a>	218 18th St SE	\$380,000	3	1	1	3	0	0	Yes	0.035	96	205	OLD CITY #1	Fec
<input type="checkbox"/>		Act	<a href="#">DC7343734</a>	1020 4th St SE #Addison	\$662,000	2	2	1	3	0	2	No	0.015	0	263	CAPITOL QUARTER	Col
<input type="checkbox"/>		Act	<a href="#">DC7243736</a>	1020 4th St SE #Banneker	\$744,000	3	2	1	3	0	2	No	0.015	0	280	CAPITOL QUARTER	Col
<input type="checkbox"/>		Act	<a href="#">DC7343738</a>	1020 4th St SE #Carroll	\$849,000	4	2	1	3	0	2	No	0.015	0	280	CAPITOL QUARTER	Col
<input type="checkbox"/>		Act	<a href="#">DC7345445</a>	1391 Pennsylvania Ave SE...	\$345,000	1	1	0	1	0	1	No	0	4	247	CAPITOL HILL	Col
<input type="checkbox"/>		Act	<a href="#">DC7366512</a>	1617 H St SE	\$485,000	3	3	0	3	1	0	Yes	0.037	88	245	OLD CITY #1	Col
<input type="checkbox"/>		Act	<a href="#">DC7366371</a>	113 13th St SE	\$759,000	4	3	0	3	0	0	Yes	0.021	102	341	OLD CITY #1	Col
<input type="checkbox"/>		Act	<a href="#">DC7375780</a>	1535 K St SE	\$315,000	3	2	0	2	0	0	No	0.034	62	241	OLD CITY #1	Fec
<input type="checkbox"/>		Act	<a href="#">DC7390716</a>	105 6th St SE #107	\$257,000	0	1	0	1	0	0	No	0	103	218	CAPITOL HILL	Col
<input type="checkbox"/>		Act	<a href="#">DC7396788</a>	233 Kentucky Ave SE #2	\$296,000	1	1	0	1	1	0	No	0	84	208	CAPITOL HILL	Col
<input type="checkbox"/>		Act	<a href="#">DC7413331</a>	1000 New Jersey Ave SE #F...	\$391,400	2	1	0	1	0	0	No	0	5	196	CAPITOL HILL TOWER	Col
<input type="checkbox"/>		Act	<a href="#">DC7414890</a>	19 D St SE	\$1,750,000	4	3	1	3	3	0	Yes	0.048	121	187	CAPITOL HILL	Fec
<input type="checkbox"/>		Cnko	<a href="#">DC7416585</a>	1000 New Jersey Ave SE #1...	\$299,900	2	1	0	1	0	0	No	0	5	247	OLD CITY #1	Col
<input type="checkbox"/>		Act	<a href="#">DC7433749</a>	528 F Street Ter SE	\$899,999	16	1	0	1	0	0	No	0.107	111	182	CAPITOL HILL	Col
<input type="checkbox"/>		Act	<a href="#">DC7429500</a>	1000 New Jersey Ave SE #3...	\$245,000	1	1	0	1	0	1	No	0	6	175	CAPITOL HILL TOWER	Off
<input type="checkbox"/>		Cnko	<a href="#">DC7420466</a>	23 D St SE	\$850,000	2	2	1	2	1	0	No	0	2	121	CAPITOL HILL	Vic
<input type="checkbox"/>		Art	<a href="#">DC7414457</a>	1006 18th St SE	\$448,000	4	3	0	3	0	0	Yes	0.035	75	166	CAPITOL HILL	Fec

Previous - [Next](#) - [1] 2 - [Top](#) - [Bottom](#) [View Cart \(5\)](#) - [Add to](#) - [Empty](#)

Review Email Export Print Map Help Status Save As Cancel Close

## 2.1.7 Save Search

To save the search for future use, click **Save As**. A tooltip displays with three options: **New Saved Search**, **New Auto Email** and **New Speed Bar Shortcut**.

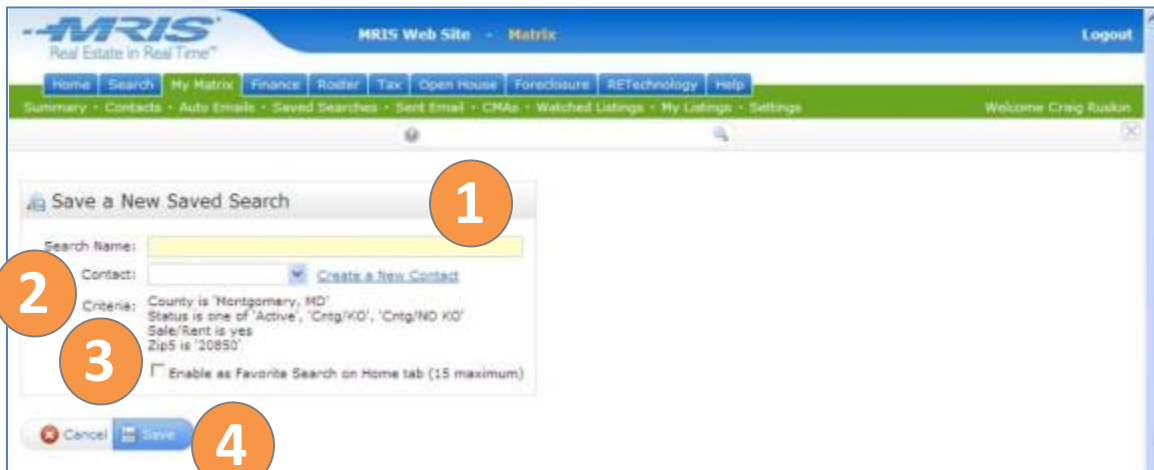


### New Saved Search

Saving a search enables you to easily access it in MyMatrix and associate a contact to it. To save the search, click **Save As**, and then click **New Saved Search** in the tooltip.

The Save a New Saved Search page displays.

- Step 1:** Click in the **Search Name** field and enter a name for the search.
- Step 2:** Click the **Contact** dropdown arrow and select a contact. Or, click **Create a New Contact** and follow the screen prompts to enter the applicable information. More information about Contacts is discussed in Module 3 of this manual.
- Step 3:** Optionally, click the checkbox to enable the search as a Favorite Search on the Home page. See the **My Favorite Searches** section in Module 1 of this manual.
- Step 4:** Click **Save**.



### New Speed Bar Search

Saving a search as a Speed Bar Search enables you to access the search by typing the shortcut name into the speed bar, which displays on every page in Matrix. To save the search as a speed bar search, click **Save As**, click **New Speed Bar Shortcut** in the tooltip, and then follow the procedure **Save Speed Bar Shortcut** in Module 1 of this user manual, starting from step 3.



## New Auto Email

Saving a search as an Auto Email enables you to send the search results as an Auto-Email to a client. To save the search, click **Save As**, and then click **New Auto Email** in the tooltip.

The Save a New Auto Email page displays.

**Step 1:** Click the **Contact** dropdown arrow and select a contact. Or, click **Create a New Contact** and follow the screen prompts to enter the applicable information. More information about Contacts is in Module 3 of this manual. Optionally, click the checkbox to blind carbon copy yourself on all the Auto Emails generated from this search.

**Step 2:** Enter a subject for the Auto Email in the **Subject** field.

**Step 3:** Enter a message for the body of the email in the **Message** field.

**Step 4:** Optionally, click the checkbox to enable the search as a Favorite Search on the Home page. See the **My Favorite Searches** section in Module 1 of this manual.

**Step 5:** Choose the *ASAP*, *Daily*, or *Monthly* radio button in the Schedule area. Select *ASAP* to send the Auto Email as soon as possible. Select *Daily* and then select the applicable time/day checkboxes to set the times and days the Auto Email is sent. The *All AM* and the *All PM* checkboxes set the Auto Email to run each morning, or evening, respectively. Select *Monthly* to send the Auto Email on the first of each month at midnight.

**Step 6:** Click **Save**.

The screenshot shows the 'Save a New Auto Email' form with the following elements and numbered callouts:

- 1:** Contact dropdown menu with a 'Create a New Contact' link.
- 2:** Subject text field.
- 3:** Message text area.
- 4:** Settings section, including a checkbox for 'Enable as a Favorite Search on Home tab (15 maximum)' and a preview of search criteria: 'County is 'Montgomery, MD'', 'Status is one of 'Active', 'Cntrg/KO', 'Cntrg/NO KO'', 'Sale/Rent is yes', and 'Zip5 is '20850''.
- 5:** Schedule section, showing radio buttons for 'ASAP: Emails are sent as soon as possible.', 'Daily: Emails are sent on the days you choose.', and 'Monthly: Emails are sent on the first of the month at midnight.' The 'Daily' option is selected, and a table of checkboxes for days of the week (Sun-Sat) and times (All AM, All PM) is visible.
- 6:** Save button at the bottom right.

## 2.2 Search Results

Matrix search results default to the *System Summary - Agent* display, although there are nine other formats in which to display search results. Change the display format by clicking the **Display** dropdown arrow and selecting a display format from the menu.

Change the number of listings displayed on the page by clicking the **per page** dropdown arrow and selecting a number from the menu.

Navigate through more than one page of listings by clicking **Previous**, **Next**, or a page number.



### 2.2.1 Sort Search Results

Sort the search results to help you decide which listings to work with. Matrix offers two ways to sort search results. You can create a simple sort by one column, or create a nested sort by multiple columns.

**Note:** Matrix prevents sorting on search results of over 500 listings.

#### Simple Sort

To sort listings by one item, click an applicable column header (designated by blue text). The first time you click a column header, Matrix sorts the results in ascending order; a second click on the same column header sorts the listings in descending order.

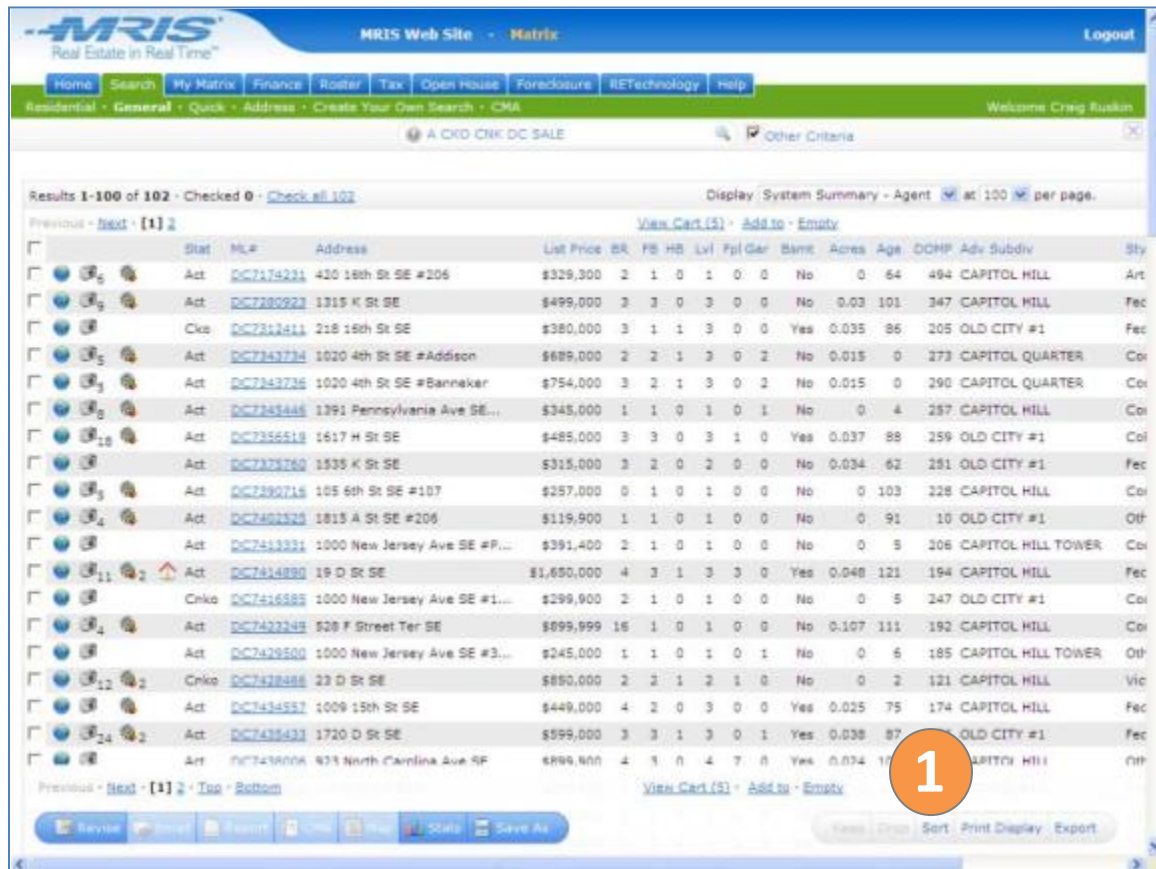


## Nested Sort

A nested sort enables you to sort by more than one column at the same time. To create a nested sort, perform the following procedure.

**Step 1:** Click **Sort**.

**Note:** If the Sort button is not visible, click the expand arrow to the left of **Keep** to unhide it.



The screenshot shows the MRIS Web Site Matrix page. The page header includes the MRIS logo and navigation tabs like Home, Search, My Matrix, Finance, Roster, Tax, Open House, Foreclosure, RETechnology, and Help. Below the header, there's a search bar and a welcome message for Craig Rusk. The main content area displays a list of properties with columns for Status, ML#, Address, List Price, BR, PB, HB, Lvl, Ppl, Gar, Bsm, Acres, Age, OCHP, Adv, Subdiv, and Sty. The list includes properties like 420 16th St SE #206, 1315 K St SE, 218 16th St SE, and others. At the bottom of the page, there's a toolbar with buttons for Save, Print, Sort, Print Display, and Export. A red circle with the number 1 highlights the 'Sort' button.

The Sort Results page displays in a separate window.

**Step 2:** Click one or more field names in the **Available Fields** area. To click more than one field name, press CTRL while clicking.

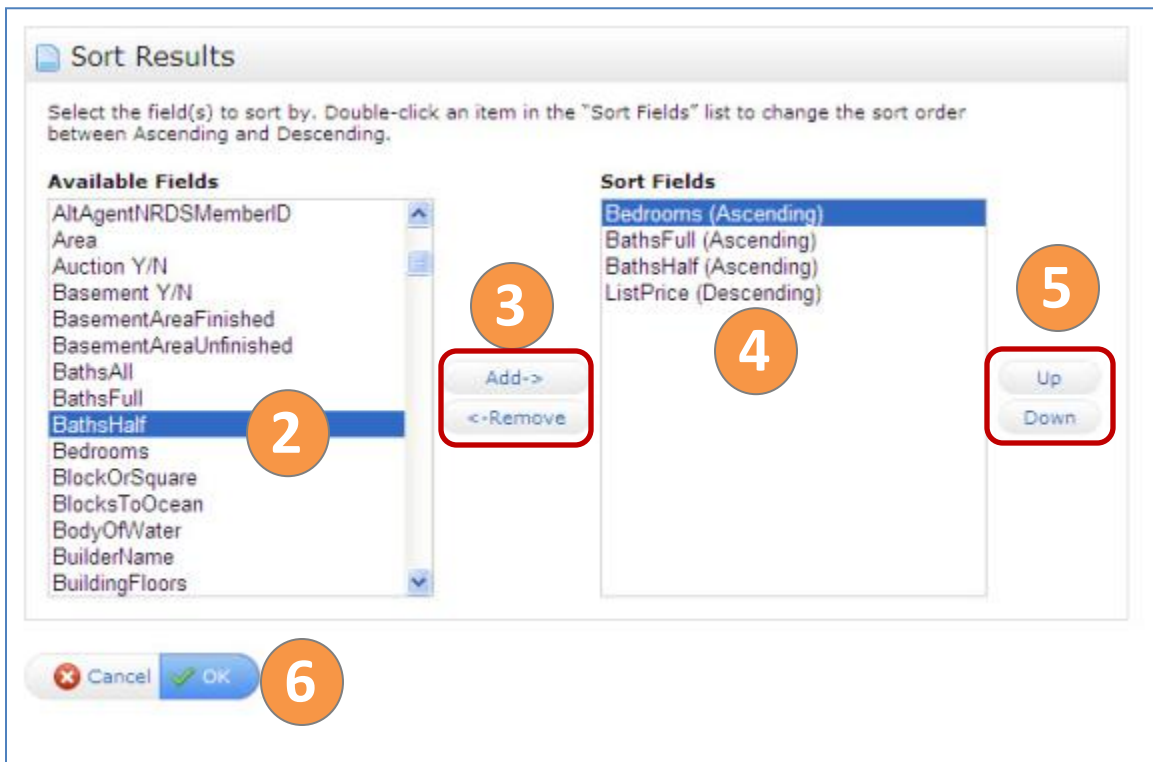
**Step 3:** Click **Add**. The selected fields display in the **Sort Fields** area with (Ascending) after the field name(s). To remove a field from the Sort Fields area, click it, and click **Remove**.

**Step 4:** Optionally, double-click a field in the **Sort Fields** area to change it to descending order. The field name displays with (Descending) after the field name.

**Step 5:** Optionally, click a field in the **Sort Fields** area and then click **Up** or **Down** as needed to change the sort order.

The results will be sorted by the first field at the top of the list, then by the second field, then by the third field, etc.

**Step 6:** Click **OK**.



The Sort Results page closes and the Search Results page displays with the new sort order.

MRIS Web Site - Matrix Logout

Home Search My Matrix Finance Roster Tax Open House Foreclosure RETechnology Help

Residential - General - Quick - Address - Create Your Own Search - CHA Welcome Craig Ruskin

A CHO CNK DC SALE Other Criteria

Results 1-100 of 103 - Checked 0 - [Check all 103](#) Display System Summary - Agent at 100 per page.

Previous [Next](#) [1] 2 [View Cart \(5\)](#) [Add to Empty](#)

	Stat	ML#	Address	List Price	SR	FB	HO	Lvl	Fpi	Gar	Bsmt	Acres	Age	DOHP	Adv	Subdiv	Sty
	Act	DC750716	105 6th St SE #107	\$257,000	0	1	0	1	0	0	No	0	103	228		CAPITOL HILL	Co
	Act	DC750924	1025 First St SE #308	\$249,900	0	1	0	1	0	1	No	0	2	56		THE VELOCITY	Co
	Act	DC750924	1000 New Jersey Ave SE #P...	\$229,900	0	1	0	1	0	0	No	0	5	77		CAPITOL HILL TOWER	Co
	Act	DC750924	1000 New Jersey Ave SE #5...	\$217,000	0	1	0	1	0	0	No	0	5	108		CAPITOL HILL	Co
	Crkto	DC750930	414 Seward Sq SE #403	\$199,900	0	1	0	1	0	0	No	0	83	6		CAPITOL HILL	Oth
	Act	DC751133	211near 11th St SE	\$425,000	0	1	1	2	0	1	No	0.011	61	52		CAPITOL HILL	Co
	Crkto	DC755477	1391 Pennsylvania Ave SE...	\$389,500	1	1	0	1	0	1	No	0	4	133		OLD CITY #1	Co
	Act	DC750932	1025 First St SE #502	\$349,900	1	1	0	1	0	1	No	0	2	56		THE VELOCITY	Co
	Act	DC754446	1391 Pennsylvania Ave SE...	\$345,000	1	1	0	1	0	1	No	0	4	257		CAPITOL HILL	Co
	Act	DC752966	1391 Pennsylvania Ave SE...	\$339,900	1	1	0	1	0	1	No	0	4	95		CAPITOL HILL	Co
	Act	DC752852	1391 Pennsylvania Ave SE...	\$326,000	1	1	0	1	0	0	No	0	4	25		CAPITOL HILL	Co
	Act	DC750797	115 North Carolina Ave SE...	\$299,000	1	1	0	1	0	0	No	0	111	59		CAPITOL HILL	Oth
	Act	DC750924	1000 New Jersey Ave SE #9...	\$280,600	1	1	0	1	0	0	No	0	5	77		CAPITOL HILL TOWE	Co
	Act	DC751721	1000 New Jersey Ave SE #4...	\$280,000	1	1	0	1	0	1	No	0	11	39		CAPITOL HILL TOWER	Co
	Act	DC754437	115 E St SE #101	\$275,950	1	1	0	1	0	0	No	0	105	154		CAPITOL HILL	Tr
	Act	DC754497	420 16th St SE #203	\$249,500	1	1	0	0	0	0	No	0	64	3		CAPITOL HILL	Art
	Act	DC752950	1000 New Jersey Ave SE #3...	\$245,000	1	1	0	1	0	1	No	0	6	185		CAPITOL HILL TOWER	Oth
	Act	DC750924	1363 K St SE #201	\$204,500	1	1	0	1	0	0	No	0	65	157		OLD CITY #1	Tr
	Art	DC750735	1815 A St SE #206	\$119,900	1	1	0	1	0	0	No	0	91	10		OLD CITY #1	Oth

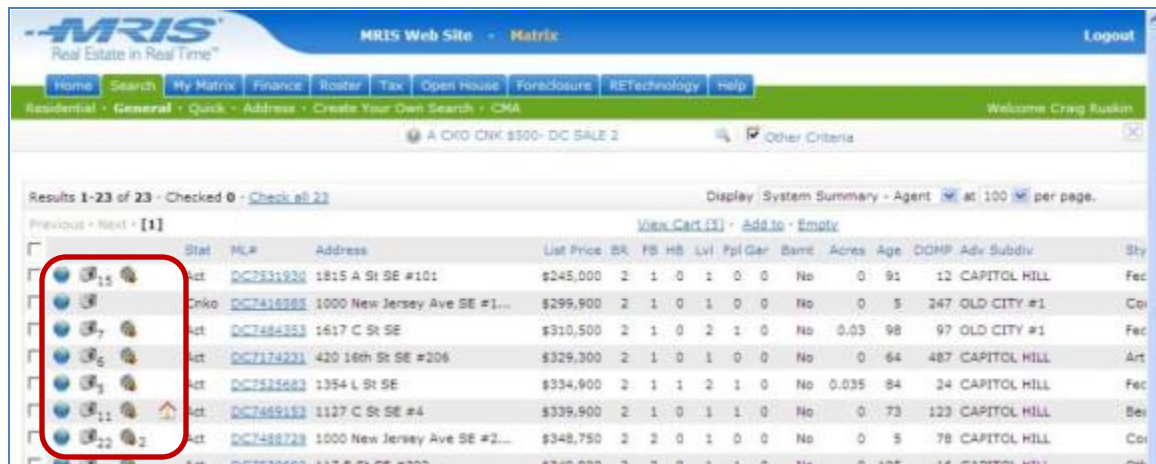
Previous [Next](#) [1] 2 [Top](#) [Bottom](#) [View Cart \(5\)](#) [Add to Empty](#)

[Revise](#) [Email](#) [Export](#) [CHA](#) [Map](#) [Stats](#) [Save As](#) [Reset](#) [Drop](#) [Sort](#) [Print Display](#) [Export](#)



## 2.2.2 Explore Individual Listings

In the *System Summary - Agent* display, up to four icons display to the left of each listing.



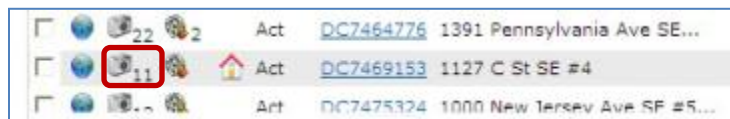
### View Map

To view a separate window with a map showing the location of the property in the listing, click the **Globe** icon.



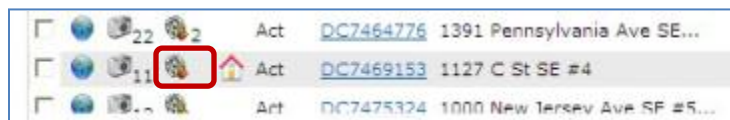
### View Photos

To view photos of the listing in a separate window, click the **Camera** icon. The number to the right of the icon indicates the number of photos associated with the listing.



### View Virtual Tours













To view links to virtual tours of the listing in a separate window, click the **Reel** icon. The number to the right of the icon indicates the number of virtual tours associated with the listing. In the new window, click a link to start a virtual tour.





## View Open House Information

To view open house information for the listing in a separate window, click the [House](#) icon.

				Act	<a href="#">DC7464776</a>	1391 Pennsylvania Ave SE...
				Act	<a href="#">DC7469153</a>	1127 C St SE #4
				Art	<a href="#">DC7475324</a>	1000 New Jersey Ave SE #5...

## 2.2.3 Full Listing

To explore the full listing for an individual property, click its corresponding ML# link.

MRIS

Real Estate in Real Time™

MRIS Web Site - Matrix

Logout

Home

Search

My Matrix

Finance

Roster

Tax

Open House

Foreclosure

RETechnology

Help

Residential - General - Quick - Address - Create Your Own Search - CMA

Welcome Craig Ruskin

A CKD CMK \$500- DC SALE

Other Criteria

Results 1-58 of 58 - Checked 0 - [Check all 58](#)

Display: System Summary - Agent 

at 100 per page.

Previous - Next - [1]

[View Card\(s\)](#) - [Add to - Empty](#)

	Stat	ML#	Address	List Price	BR	FB	HB	Lvl	Fpl	Gar	Blmt	Acres	Age	DOHP	Adv	Subdiv	Sty
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7474231</a>	10 18th St SE #206	\$329,300	2	1	0	1	0	0	No	0	64	487	CAPITOL HILL	Art	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7380922</a>	215 K St SE	\$499,000	3	3	0	3	0	0	No	0.03	101	340	CAPITOL HILL	Fec	
<div><div></div><div></div><div></div></div>	Cks	<a href="#">DC7311411</a>	18 18th St SE	\$380,000	3	1	1	3	0	0	Yes	0.035	96	205	OLD CITY #1	Fec	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7345446</a>	391 Pennsylvania Ave SE...	\$345,000	1	1	0	1	0	1	No	0	4	250	CAPITOL HILL	Col	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7356519</a>	617 H St SE	\$485,000	3	3	0	3	1	0	Yes	0.037	88	252	OLD CITY #1	Col	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7376760</a>	635 K St SE	\$315,000	3	2	0	2	0	0	No	0.034	62	244	OLD CITY #1	Fec	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7369715</a>	65 6th St SE #107	\$257,000	0	1	0	1	0	0	No	0	103	221	CAPITOL HILL	Col	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7366350</a>	33 Kentucky Ave SE #2	\$266,000	1	1	0	1	1	0	No	0	84	211	CAPITOL HILL	Col	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7413331</a>	800 New Jersey Ave SE #F...	\$391,400	2	1	0	1	0	0	No	0	5	199	CAPITOL HILL TOWER	Col	
<div><div></div><div></div><div></div></div>	Cnkd	<a href="#">DC7416580</a>	800 New Jersey Ave SE #1...	\$299,900	2	1	0	1	0	0	No	0	5	247	OLD CITY #1	Col	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7429500</a>	800 New Jersey Ave SE #3...	\$245,000	1	1	0	1	0	1	No	0	6	178	CAPITOL HILL TOWER	Oth	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7434537</a>	809 15th St SE	\$469,000	4	2	0	3	0	0	Yes	0.025	75	169	CAPITOL HILL	Fec	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7442379</a>	15 E St SE #101	\$275,950	1	1	0	1	0	0	No	0	105	151	CAPITOL HILL	Tra	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7450312</a>	363 K St SE #201	\$204,500	1	1	0	1	0	0	No	0	65	150	OLD CITY #1	Tra	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7459705</a>	11 18th St SE	\$400,000	3	2	0	3	1	0	Yes	0.034	86	116	CAPITOL HILL	Col	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7477210</a>	35 17th St SE	\$435,000	2	1	0	2	0	0	No	0.017	88	110	OLD CITY #1	Fec	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7464776</a>	391 Pennsylvania Ave SE...	\$389,500	1	1	0	1	0	1	No	0	4	129	OLD CITY #1	Col	
<div><div></div><div></div><div></div></div>	Act	<a href="#">DC7469153</a>	1127 C St SE #4	\$339,900	2	1	0	1	1	0	No	0	73	123	CAPITOL HILL	Bel	
<div><div></div><div></div><div></div></div>	Art	<a href="#">DC7475324</a>	1000 New Jersey Ave SE #5...	\$317,000	0	1	0	1	0	0	No	0	5	101	CAPITOL HILL	Cn	

Previous - Next - [1] - Top - Bottom

[View Card\(s\)](#) - [Add to - Empty](#)

Reveal

Email

Roster

CMK

Map

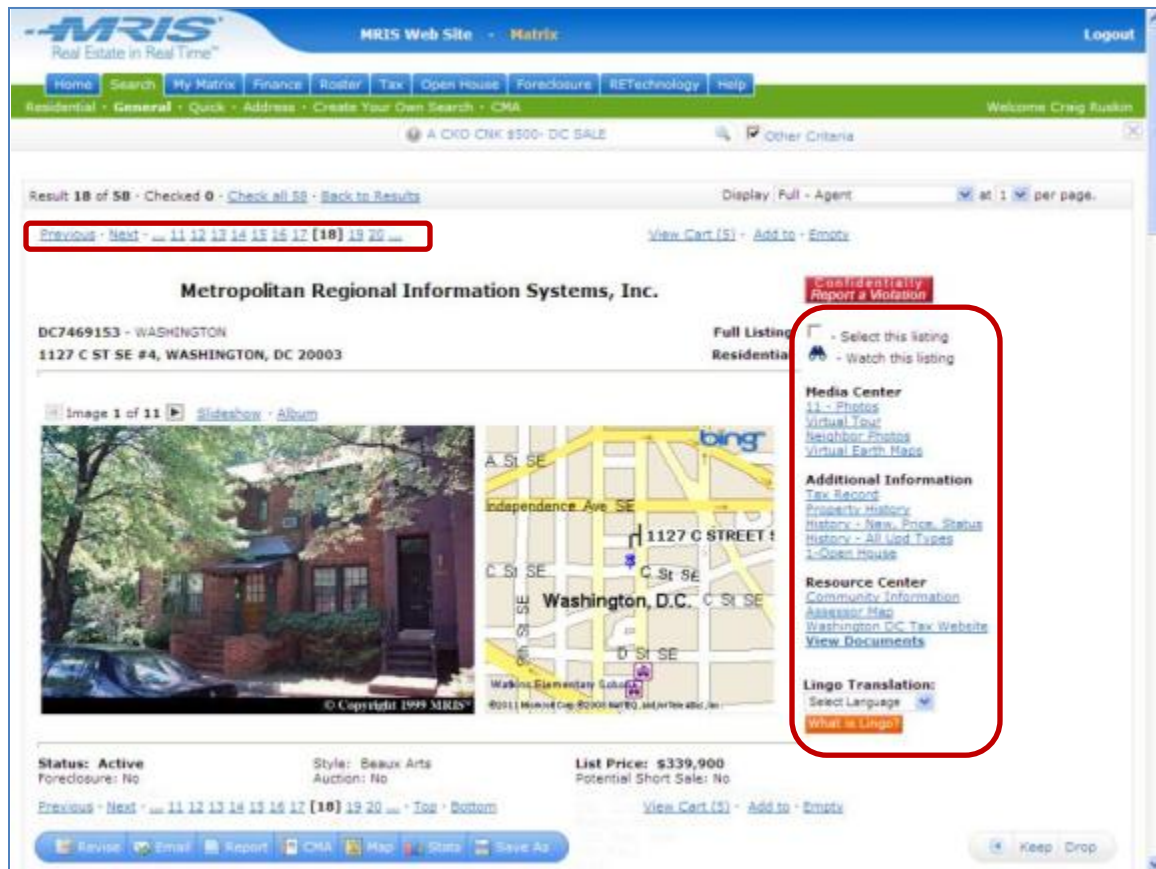
State

Save As

View

Close

The full listing details display in the *Full - Agent* display format. Even though only one listing is in view, the entire search results are still available. Navigate between full listings by clicking [Previous](#), [Next](#), or a page number.



## Full Listing Details

This section details the options available when viewing a full listing in *Full - Agent* display format. These are described in the order in which the options display in the screen shot above. If a link is grayed out, that information is unavailable.

### Select This Listing

Click the [Select this listing](#) checkbox to make the listing eligible for inclusion in Emails, Reports, CMAs, Maps, etc. Details about this functionality are discussed in the **Work with Selected Listings** section in this module.

Any listings selected on the Full - Agent display remain selected upon return to the *System Summary - Agent* display.

## Watch This Listing

Adding a listing to your Watched Listings is an easy way to keep track of listings that are important to you.

- Step 1:** Click the [Binoculars](#) icon to the left of *Watch this listing*.  
The Watched Item Added page displays in a separate window.
- Step 2:** Optionally, click the [Contact](#) dropdown arrow and select a contact. Or, click [Create a New Contact](#) and follow the screen prompts to enter the applicable information. More information about Contacts is discussed in Module 3 of this manual.
- Step 3:** Click [OK](#) to add the listing to your Watched Listings. Watched Listings are discussed in Module 3 in this manual.

Watched Item Added

MLS Number: DC7469153 has been added to your watched items.

Associate Contact

Would you like to add a Contact to this Watched Listing at this time? (Optional)

Primary Email Contact:  [Create a New Contact](#)

[OK](#)

## Photos

Click [Photo](#) (or [Photos](#)) to display photos of the property in a separate window. The number of photos is included in the name of the link (e.g. *11 - Photos*). You can also access the photos by clicking the main photo in the *Full - Agent* display.

## Virtual Tours

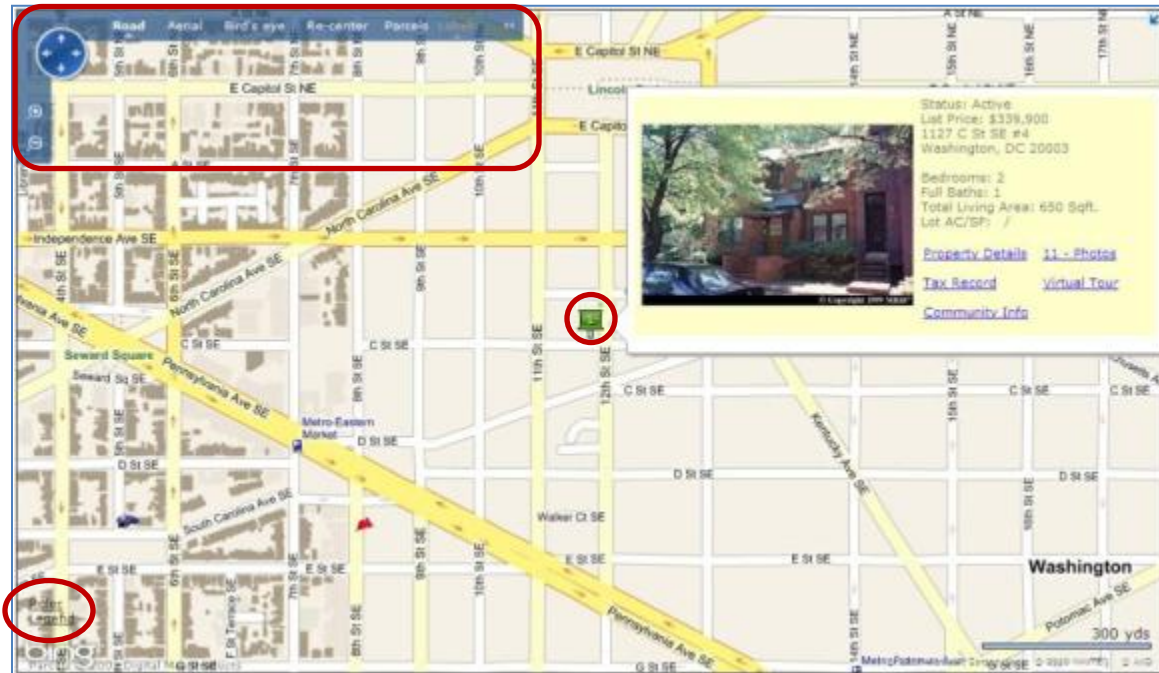
Click [Virtual Tour](#) (or [Virtual Tours](#)) to display links to virtual tours (videos or photo slideshows) of the property in a separate window. The number of virtual tours is included in the name of the link. (e.g. *2 - Virtual Tours*).

## Neighbor Photos

Click [Neighbor Photos](#) to view photos and limited Matrix information about properties near the listing in a separate window.

## Virtual Earth Maps

Click [Virtual Earth Maps](#) to view a map showing the location of the property in a separate window. You can also access this map by clicking on the map in the *Full - Agent* display. Place the cursor over the PushPin™ icon to reveal a tooltip containing a photo of the property, its basic information, and links to Property Details, Photos, Tax Record, Virtual Tours, and Community Information.



The map contains links in the upper left corner to control the information displayed.

Click [Road](#) to view a standard road map.

Click [Aerial](#) to view a satellite photo of the area.

Click [Bird's eye View](#) to view a satellite map of the area from above at a 45° angle.

Click [Re-Center](#) to re-center the map on the listings if you have navigated away from the original location.

Click [Parcels](#) to view property boundaries, if this information is available.

Click [Labels](#) while in Aerial view to view street and place names.

Use the following methods to navigate through the map.








Drag the map by clicking anywhere on the map and moving the mouse in any direction.

Click the [Zoom In](#) and [Zoom Out](#) on the left side of the map, or use the mouse wheel to magnify or expand the map.

Click anywhere on the circle of the **Panning** icon in the top left corner of the map to move the map in the direction clicked.

Expand the mini-map using the **Expand** icon in the top right of the map. Click anywhere on the mini-map and drag the mini-map in any direction. Release the click button to have the main map move accordingly.

A MRIS PushPin™ indicates the property. The property status determines the PushPin™ color. Click **Legend** in the lower left corner of the map to display a legend detailing map icons in a separate window.

Icon	Description
	Active Listing
	Held Listing (off market, but not sold or expired)
	Sold or Rented Listing
	Expired or Withdrawn Listing
	Listing in unknown state
	School or other learning center
	Fire Department
	Police Department

[Close](#)

Click **Ruler** in the lower left corner of the map to measure distance between points. Click the left click button to begin, drag the mouse to elapse the distance, and release the left click button display the approximate distance.

### **Tax Record**

Click **Tax Record** to view property tax information for the listing in a separate window.

### **Property History**

Click **Property History** to display past List Original and Closing Prices, and Closing, Contract and List Dates for that property, in a separate window. This data solely reflects information entered in Matrix, and could be incomplete.

### **History - New, Price, Status**

Click **History - New, Price, Status** to view records involving the initial entry of the listing in Matrix, and any changes in price or status for the listing, in a separate window.

### **History - All Upd Types**

Click **History - All Upd Types** to view a complete record of all field entries for the listing, including the Update Date, Type, System Name, Original Value, New Value, ML# Address, for



each field, in a separate window. Click *Updated By* at the end of a record to display the Agent who updated the listing and his/her Office information in another separate window.

### **Open House**

Click [Open House](#) to view information for an upcoming open house for that listing, in a separate window.

### **Community Information**

Click [Community Information](#) to display a separate window with comparative statistical neighborhood, city, county and national information. Tabs across the top provide information, and include the following topics: Housing, People, Schools, Environment, and Quality of Life. The Map tab displays a map of the neighborhood with functionality similar to the Virtual Earth Map.

### **Assessor Map**

Click [Assessor Map](#) to display a Property Detail Report provided by Realist, containing the property's Owner Information, Characteristics, and Last Market Sale data, in a separate browser window.

### **County Tax Website**

Click the County Tax Website link (such as [Washington DC Tax Website](#)) to search and display real property assessment records, via the county's on-line public information database, in a separate browser window.

### **View Documents**

Click [View Documents](#) to display public documents associated with the MLS# for that listing, in a separate browser.

### **Lingo Translation**

Click the [Lingo Translation](#) dropdown arrow to and select a language from the menu to display a version of the *Full-Agent* display in another language, in a separate browser.

## **2.3 Work with Selected Listings**

Matrix enables you to easily share listings with your contacts. After search results display, click one or more checkboxes to select listings. These listings can then be emailed, compiled into a report, and included as comparables in a CMA. In addition, you can generate a map with the listings or a set of summary statistics about the listings, use the right action buttons to further manipulate the listings, and quickly search selected listings for information.



## 2.3.1 Email Listings

To email selecting listings to a contact, perform the following procedure after performing a search.

**Step 1:** From the search results, select the checkbox(es) of the listing(s) to email. The selected records are highlighted in blue.

**Step 2:** Click [Email](#).

	Stat	MLS#	Address	List Price	BR	PB	HS	Lvl	Fpl	Gar	Bsmt	Acres	Age	DOMR	Adv	Subdiv	Sty
<input type="checkbox"/>	Act	DC7507937	116 North Carolina Ave SE...	\$299,000	1	1	0	1	0	0	No	0	111	59	CAPITOL HILL	Oth	
<input type="checkbox"/>	Act	DC7509324	1000 New Jersey Ave SE #9...	\$280,600	1	1	0	1	0	0	No	0	5	77	CAPITOL HILL TOWER	Coi	
<input type="checkbox"/>	Act	DC7517313	1000 New Jersey Ave SE #4...	\$280,000	1	1	0	1	0	1	No	0	11	39	CAPITOL HILL TOWER	Coi	
<input type="checkbox"/>	Act	DC7543379	115 E St SE #101	\$275,950	1	1	0	1	0	0	No	0	105	154	CAPITOL HILL	Tra	
<input type="checkbox"/>	Act	DC7544817	420 16th St SE #203	\$249,500	1	1	0	0	0	0	No	0	64	3	CAPITOL HILL	Art	
<input type="checkbox"/>	Act	DC7529500	1000 New Jersey Ave SE #3...	\$245,000	1	1	0	1	0	1	No	0	6	185	CAPITOL HILL TOWER	Oth	
<input type="checkbox"/>	Act	DC7550312	1363 K St SE #201	\$204,500	1	1	0	1	0	0	No	0	65	157	OLD CITY #1	Tra	
<input type="checkbox"/>	Act	DC7502525	1815 A St SE #206	\$119,900	1	1	0	1	0	0	No	0	91	10	OLD CITY #1	Oth	
<input type="checkbox"/>	Act	DC7509325	1025 First St SE #409	\$450,900	1	2	0	1	0	1	No	0	2	56	THE VELOCITY	Coi	
<input type="checkbox"/>	Act	DC7544026	1222 Walter St SE	\$550,000	2	1	0	3	1	1	No	0.028	99	3	OLD CITY #1	Coi	
<input type="checkbox"/>	Act	DC7543638	1526 D St SE	\$459,000	2	1	0	2	0	0	No	0.029	98	4	CAPITOL HILL	Fec	
<input type="checkbox"/>	Act	DC7541857	1391 Pennsylvania Ave SE...	\$435,000	2	1	0	1	0	1	No	0	4	5	OLD CITY #1	Tra	
<input type="checkbox"/>	Act	DC7543616	1641 Potomac Ave SE	\$419,000	2	1	0	2	0	0	No	0.02	107	4	CAPITOL HILL	Fec	
<input type="checkbox"/>	Act	DC7513331	1000 New Jersey Ave SE #P...	\$391,400	2	1	0	1	0	0	No	0	5	206	CAPITOL HILL TOWER	Coi	
<input type="checkbox"/>	Act	DC7518437	1413 Potomac Ave SE	\$365,000	2	1	0	3	0	0	Yes	0.02	100	16	OLD CITY #1	Fec	
<input checked="" type="checkbox"/>	Act	DC7543710	122 18th St SE	\$349,900	2	1	0	3	0	0	Yes	0.027	86	4	OLD CITY #1	Fec	
<input checked="" type="checkbox"/>	Act	DC7509132	1127 C St SE #4	\$329,900	2	1	0	1	1	0	No	0	73	130	CAPITOL HILL	Bel	
<input checked="" type="checkbox"/>	Act	DC7174231	420 16th St SE #206	\$329,300	2	1	0	1	0	0	No	0	64	494	CAPITOL HILL	Art	
<input checked="" type="checkbox"/>	Act	DC7504353	1617 C St SE	\$310,500	2	1	0	2	1	0	No	0.03	98	104	OLD CITY #1	Fec	
<input type="checkbox"/>	Crko	DC7516535	1000 New Jersey Ave SE #1...	\$299,900	2	1	0	1	0	0	No	0	5	247	OLD CITY #1	Coi	
<input checked="" type="checkbox"/>	Act	DC7531930	1815 A St SE #101	\$245,000	2	1	0	1	0	0	No	0	91	19	CAPITOL HILL	Fec	
<input type="checkbox"/>	Crko	DC7500000	809 G St SE	\$999,000	2	1	1	2	1	0	Yes	0.025	111	3	CAPITOL HILL	Fec	
<input type="checkbox"/>	Act	DC7544724	332 E St SE	\$695,000	2	1	1	3	2	0	No	0.028	141	3	CAPITOL HILL	Vic	
<input type="checkbox"/>	Crko	DC7503940	516 13th St SE	\$488,500	2	1	1	2	1	0	No	0.034	111	109	CAPITOL HILL	Fec	
<input type="checkbox"/>	Crko	DC7578870	1512 Massachusetts Ave SE	\$379,000	2	1	1	2	0	0	No	0.014	107	95	CAPITOL HILL	Fec	
<input type="checkbox"/>	Act	DC7493156	1126 K St SE	\$349,500	2	1	1	2	0	0	No	0.018	121	71	CAPITOL HILL	Fec	

1

2

Previous | Next | Top | Bottom

View Cart (5) | Add to | Empty

Revised | Email | Report | CPA | Map | Stats | Save As

Keep | Drop | Sort | Print Display | Export

The Email Listings page displays.

**Step 3:** Click **To**, select a contact from the dialog that displays, and click **OK**. Or, Click **Create a New Contact**, and follow the prompts.

**Step 4:** Optionally, click **CC**, select a contact from the dialog that displays, and click **OK**.

**Step 5:** Optionally, click **Bcc me a copy of this message** to send a blind carbon copy of the email to your email address.

**Step 6:** Click in the **Subject** field and enter a subject.

**Step 7:** Click in the **Email Body** field and enter text to form the body of the email.

**Step 8:** Optionally, click **Preview** to view a preview of the email in another browser window.

**Step 9:** Click **Send**.

The screenshot shows the 'Email 5 Listings' form in the MRIS Matrix web application. The form includes fields for 'From', 'To', 'CC', 'Subject', and 'Email Body'. A 'Create a new Contact' link is next to the 'CC' field. A checkbox labeled 'Bcc me a copy of this message.' is also present. Below the 'Email Body' field, it says 'Characters Remaining: 4096' and 'Check Spelling English'. At the bottom, there are 'Preview', 'Cancel', and 'Send' buttons. Numbered callouts (3-9) are placed over the form elements: 3 is over the 'To' field, 4 is over the 'CC' field, 5 is over the 'Create a new Contact' link, 6 is over the 'Subject' field, 7 is over the 'Email Body' field, 8 is over the 'Preview' button, and 9 is over the 'Send' button.

The email is sent to the selected contact, with the selected listing(s).

## 2.3.2 Report

Matrix enables you to print up to 21 types of reports for selected listings. You can either print the report locally, or email it to a contact. Perform the following procedure after performing a search.

**Step 1:** From the search results, select the checkbox(es) of the listing(s) to email. The selected records are highlighted in blue.

**Step 2:** Click [Report](#).

	Stat	ML#	Address	List Price	BR	FB	HS	Lvl	Fpl	Gar	Bsmt	Acres	Age	DOMR	Adv	Subdiv	Sty
	Act	DC7544319	116 North Carolina Ave SE...	\$299,000	1	1	0	1	0	0	No	0	111	59	CAPITOL HILL	Oth	
	Act	DC7509234	1000 New Jersey Ave SE #9...	\$280,600	1	1	0	1	0	0	No	0	5	77	CAPITOL HILL TOWE	Coi	
	Act	DC7517313	1000 New Jersey Ave SE #4...	\$280,000	1	1	0	1	0	1	No	0	11	39	CAPITOL HILL TOWER	Coi	
	Act	DC7544319	115 E St SE #101	\$275,950	1	1	0	1	0	0	No	0	105	154	CAPITOL HILL	Tra	
	Act	DC7544317	420 16th St SE #203	\$249,500	1	1	0	0	0	0	No	0	64	3	CAPITOL HILL	Art	
	Act	DC7529500	1000 New Jersey Ave SE #3...	\$245,000	1	1	0	1	0	1	No	0	6	185	CAPITOL HILL TOWER	Oth	
	Act	DC7550312	1363 K St SE #201	\$204,900	1	1	0	1	0	0	No	0	65	157	OLD CITY #1	Tra	
	Act	DC7502525	1815 A St SE #206	\$119,900	1	1	0	1	0	0	No	0	91	10	OLD CITY #1	Oth	
	Act	DC7506325	1025 First St SE #409	\$450,900	1	2	0	1	0	1	No	0	2	56	THE VELOCITY	Coi	
	Act	DC7544026	1222 Walter St SE	\$550,000	2	1	0	3	1	1	No	0.028	99	3	OLD CITY #1	Coi	
	Act	DC7543630	1526 D St SE	\$459,000	2	1	0	2	0	0	No	0.029	98	4	CAPITOL HILL	Fec	
	Act	DC7541857	1391 Pennsylvania Ave SE...	\$435,000	2	1	0	1	0	1	No	0	4	5	OLD CITY #1	Tra	
	Act	DC7543616	1641 Potomac Ave SE	\$415,000	2	1	0	2	0	0	No	0.02	107	4	CAPITOL HILL	Fec	
	Act	DC7513331	1000 New Jersey Ave SE #P...	\$391,400	2	1	0	1	0	0	No	0	5	206	CAPITOL HILL TOWER	Coi	
	Act	DC7513433	1413 Potomac Ave SE	\$365,000	2	1	0	3	0	0	Yes	0.02	100	16	OLD CITY #1	Fec	
1	Act	DC7543210	122 18th St SE	\$349,900	2	1	0	3	0	0	Yes	0.027	86	4	OLD CITY #1	Fec	
	Act	DC7546813	1127 C St SE #4	\$329,900	2	1	0	1	1	0	No	0	73	130	CAPITOL HILL	Bel	
	Act	DC7174231	420 16th St SE #206	\$329,300	2	1	0	1	0	0	No	0	64	494	CAPITOL HILL	Art	
	Act	DC75484353	1617 C St SE	\$310,300	2	1	0	2	1	0	No	0.03	98	104	OLD CITY #1	Fec	
	Cnko	DC7516335	1000 New Jersey Ave SE #1...	\$299,900	2	1	0	1	0	0	No	0	5	247	OLD CITY #1	Coi	
	Act	DC7531930	1815 A St SE #101	\$245,000	2	1	0	1	0	0	No	0	91	18	CAPITOL HILL	Fec	
	Cnko	DC7525552	909 G St SE	\$695,000	2	1	1	3	1	0	Yes	0.028	111	5	CAPITOL HILL	Vic	
	Act	DC7544724	332 E St SE	\$695,000	2	1	1	3	2	0	No	0.028	141	3	CAPITOL HILL	Vic	
	Cnko	DC7503940	516 13th St SE	\$488,900	2	1	1	2	1	0	No	0.034	111	109	CAPITOL HILL	Fec	
	Cnko	DC7576870	1512 Massachusetts Ave SE	\$379,000	2	1	1	2	0	0	No	0.014	107	95	CAPITOL HILL	Fec	
	Act	DC751156	1126 K St SE	\$349,500	2	1	1	2	0	0	No	0.018	121	71	CAPITOL HILL	Fec	

Previous

Next

1

2

...

View Cart (5)

Add to Empty

Revise

Email

Report

CMA

Map

Stats

Save As

Keep

Drop

Sort

Print Display

Export

The Print Listings page displays.

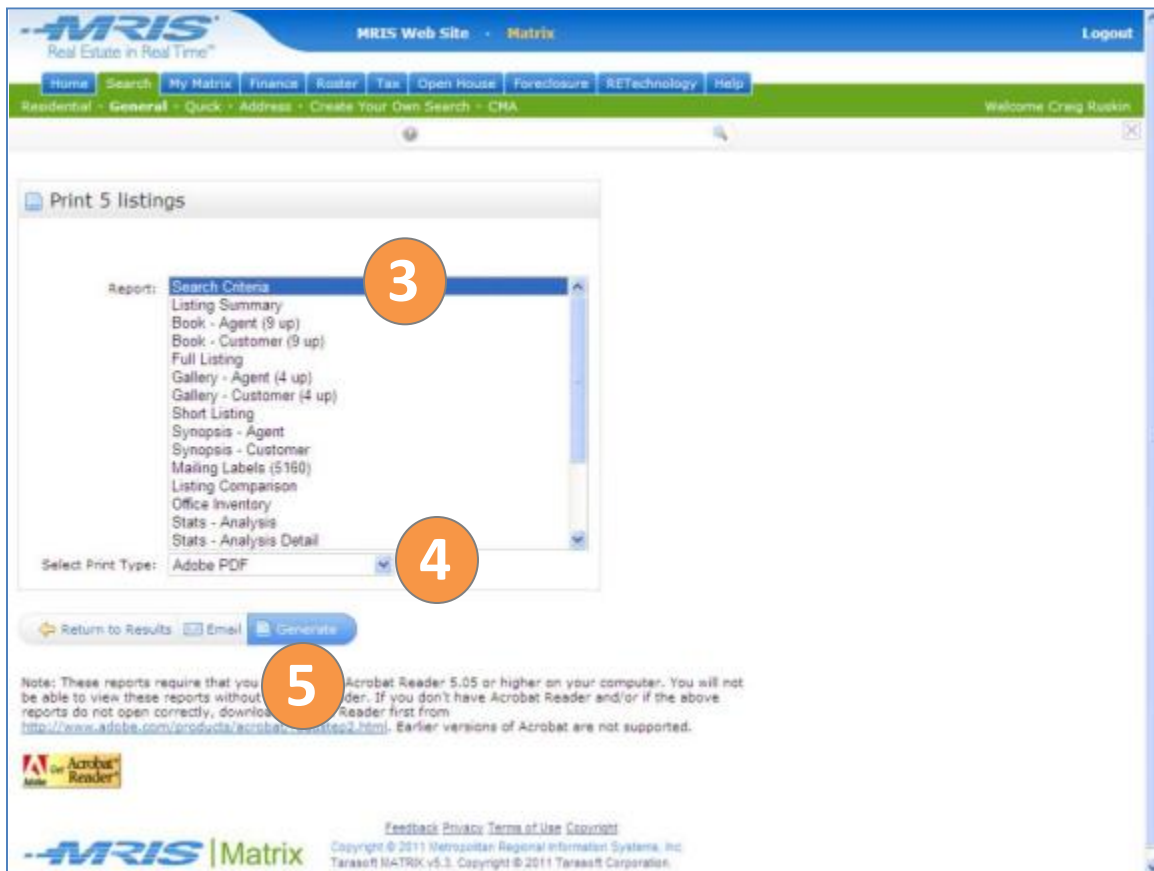
**Step 3:** Click a report from the **Report** list to select a report. To select additional reports, press CTRL while clicking.

**Step 4:** Click the **Select Print Type** dropdown arrow and select either *Adobe PDF* or *Microsoft Word* from the menu, as applicable.

To print a report locally, continue with the Step 5, and stop. To send an email of the report to a client skip Step 5 and continue the procedure at Step 6.

**Step 5:** Click **Generate**.

The report opens in a separate window, either in Adobe PDF or Microsoft Word format.



To optionally send an email of the report to a contact, continue with the procedure below.

The Email Reports page displays.

- Step 6:** Click **To**, select a contact from the dialog that displays, and click **OK**. Or, Click **Create a New Contact**, and follow the prompts.
- Step 7:** Optionally, click **CC**, select a contact from the dialog that displays, and click **OK**.
- Step 8:** Optionally, click **Bcc me a copy of this message** to send a blind carbon copy of the report to your email address.
- Step 9:** Click in the **Subject** field and enter a subject.
- Step 10:** Click in the **Email Body** field and enter text to form the body of the email for the report.
- Step 11:** Click **Send**.

The screenshot shows the 'Email Reports' interface on the MRIS Matrix website. The page has a blue header with the MRIS logo and navigation tabs. The main content area is titled 'Email Reports' and contains several input fields and buttons. Numbered callouts are placed over the following elements:

- 6:** The 'From' field, which is pre-filled with 'Craig Ruskin'.
- 7:** The 'To' field, which is empty.
- 8:** The 'CC' field, which is empty.
- 9:** The 'Subject' field, which is empty.
- 10:** The 'Email Body' text area, which is empty.
- 11:** The 'Send' button, located at the bottom of the form.

Other visible elements include a 'Create a New Contact' link, a checkbox for 'Bcc me a copy of this message', a message stating 'You have selected 1 report to email.', a 'Report' dropdown menu showing 'Search Criteria', and a 'Characters Remaining: 4089' indicator. The footer includes the MRIS Matrix logo and copyright information.

The email is sent to the selected contact, with the selected report(s).



### 2.3.3 CMA

Matrix offers a robust, important tool for buyer's or seller's agents – the Comparative Market Analysis (CMA). A CMA is a tool to help determine the probable sale price of a property, taking into account recent sales, pending sales, and current listings that are within the same neighborhood and have similar characteristics as the subject property.

The Matrix CMA is easily created from the results of a search for comparable properties, and uses a wizard to guide you through the process. Once finished, you can email the CMA to a contact or save it for future editing. The wizard is comprised of eight steps, represented by tabs. Where you are in the process of completing the CMA is depicted in the wizard, which is displayed on each CMA page in Matrix. You can toggle back and forth between any CMA page at any time by clicking a tab in the wizard. In the example below, the wizard indicates that the user is on the Start page.



At each page in the wizard, perform a specific task to complete the CMA:

<b>Start</b>	Select a contact to send the CMA to and enter a description.
<b>Pages</b>	Select the topics to be contained in the CMA.
<b>Subject</b>	Enter data into subject property fields manually, enter a subject property with a Residential ML# or Tax TaxID, or search for a subject property using a Residential listing or a Tax record.
<b>Cover</b>	Enter the contact's information, your information and optionally upload subject property and agent/broker photos.
<b>Comparables</b>	Confirm the comparable properties from the search, search for more comparables, or add comparables from the listings in a cart.
<b>Adjustments</b>	Add or subtract monetary values from comparable properties based on the differences between them and the subject property.
<b>Pricing</b>	Enter a suggested list price for the subject property, and any notes.
<b>Finish</b>	View the CMA in Adobe pdf format, and email the CMA to a contact.

**Note:** At any time during the creation of the CMA, you may save the CMA by clicking the **Save** icon to the right of **Finish**. Matrix Autosaves the CMA periodically while you work on it. Discard the CMA by clicking the red and white **X** icon at the right of the wizard.

Perform **all** the procedures in this section to complete a CMA.

## Search for Comparables

**Step 1:** Using the procedures described in the **Search** section of this module, perform a search for properties similar to the subject property. A CMA search type can be helpful by providing default search criteria to aide you in the CMA search.

**Step 2:** When you have determined the CMA comparables, click **CMA** to start the wizard.

The screenshot shows the MRIS Web Site interface. At the top, there's a navigation bar with links like Home, Search, My Matrix, Finance, Router, Tax, Open House, Foreclosure, RETechnology, and Help. Below this, a search bar contains the criteria "S D 5+ 3+ NC SALE Fee Simple CD 180+". The results section displays a table with 6 properties, each with a checkbox, status, address, list price, and various attributes. A red circle with the number 2 is placed over the 'CMA' button in the navigation bar.

Stat	MLS#	Address	List Price	BR	FB	HS	Lvl	Fpl	Gar	Bsmt	Acres	Age	DOHP	Adv	Subdiv	Sty
✓	Sold	MC7152782	7024 Mountain Gate Dr	\$2,875,000	5	7	1	4	3	3	Yes	0.89	16	353	AVENEL	Ge
✓	Sold	MC7188629	7800 Town Gate Pl	\$1,399,900	6	4	1	3	2	2	Yes	0.31	22	276	AVENEL	Col
✓	Sold	MC7325860	9702 Beman Woods Way	\$1,249,900	5	4	1	3	2	2	Yes	0.18	22	154	AVENEL	Col
✓	Sold	MC7332224	9011 Saunders Ln	\$1,799,000	5	4	1	3	2	2	Yes	2.03	24	116	AVENEL	Col
✓	Sold	MC7400085	18 Holly Leaf Ct	\$1,995,000	5	4	1	3	1	2	Yes	2.02	26	32	AVENEL	Col
✓	Sold	MC7444217	9215 Town Gate Ln	\$1,129,900	5	3	1	3	2	2	Yes	0.138	22	54	AVENEL	Col

## CMA Wizard: Start

Clicking **CMA** starts the CMA Wizard at the Start page, where you can select a contact.

**Step 1:** Click the **Select Contact Name** dropdown arrow and select a contact from the menu. Alternatively, click **Create a New Contact** and follow the prompts to create a new contact for the CMA.

**Step 2:** Optionally, enter a description for the CMA in the **Description** field.

**Step 3:** Click **Pages** to continue the wizard.

The screenshot shows the MRIS Web Site interface. At the top, there's a navigation bar with links like Home, Search, My Matrix, Finance, Router, Tax, Open House, Foreclosure, RETechnology, and Help. Below this, a search bar contains the criteria "S D 5+ 3+ NC SALE Fee Simple CD 180+". The results section displays a table with 6 properties. A red circle with the number 3 is placed over the 'Start' button in the navigation bar. A red circle with the number 1 is placed over the 'Select Contact Name' dropdown menu. A red circle with the number 2 is placed over the 'Description' field.

Select CMA Contact

Welcome to the CMA Wizard. Use this Start page to select a contact. Use the above Navigation Bar to navigate through the steps.

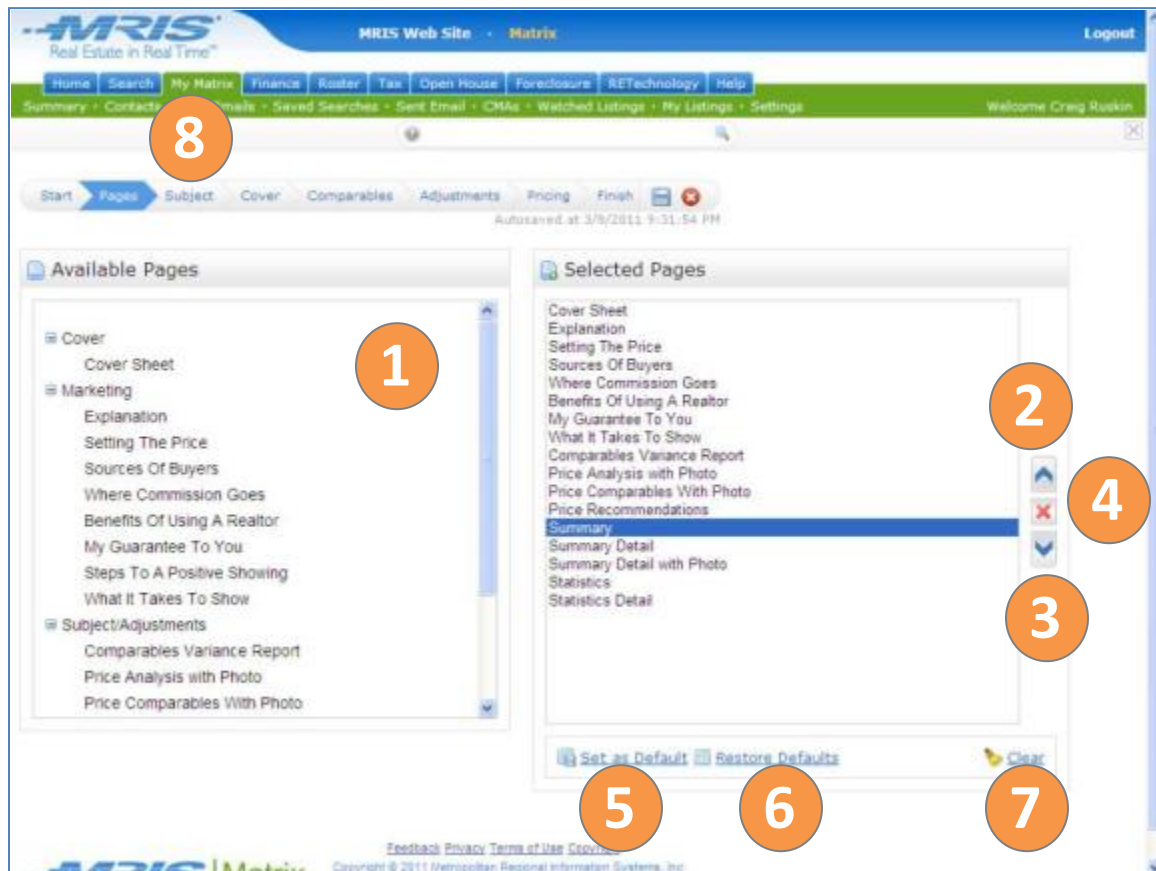
Select Contact Name: Goldberg, Dan

Description: Avenel 5+ BR 3+ BA

## CMA Wizard: Pages

Clicking **Pages** displays the CMA Wizard at the Pages page, where you select CMA pages.

- Step 1:** In the **Available Pages** area click the pages to select for the CMA. Scroll down to see the remainder of the available pages.  
The pages display in the **Selected Pages** area in the order they are clicked.
- Step 2:** To move a page up, click the name of the page in the **Selected Pages** area and click the **Up** arrow.
- Step 3:** To move a page down, click the name of the page in the **Selected Pages** area and click the **Down** arrow.
- Step 4:** To remove a page, click the name of the page in the **Selected Pages** area and click the red **x** icon.
- Step 5:** Optionally, click **Set as Default** to make the selections the default for all CMAs.
- Step 6:** If after further manipulation of the pages, you wish to return to the default set of pages, click **Restore Defaults**.
- Step 7:** To remove all pages from the **Selected Pages** area, click **Clear**.
- Step 8:** Click **Subject** to continue the wizard.



**Note:** The following tabs can be used only if their corresponding pages are selected in the Pages page.

**Cover** – *Cover Sheet* must be selected

**Adjustments** – *Price Analysis with Photo* must be selected

**Pricing** – *Price Recommendations* must be selected


## CMA Wizard: Subject

Clicking **Subject** displays the CMA Wizard at the Subject page, where you choose the subject property and enter its information. Matrix offers several methods to do this: you can type in the subject property fields manually, enter a Residential ML# or Tax TaxID and click **Fill**, or you can determine a subject property by searching Matrix for Residential listings or Tax records and then transferring the property's information to an auto-fill form.

Perform one of the following five procedures to input a subject property.

### Manually Enter Subject Property Fields

**Step 1:** Click **Type in the subject property fields manually**.



The screenshot shows the Matrix CMA Wizard interface. At the top, there's a navigation bar with links like Home, Search, My Matrix, Finance, Roster, Tax, Open House, and Foreclosure. Below that, a secondary navigation bar includes Summary, Contacts, Auto Emails, Saved Searches, Sent Email, CMA's, and Watch. The main content area has a tabbed interface with tabs for Start, Pages, Subject (which is active), Cover, Comparables, Adjustments, and Pricing. The 'Subject Property' section is titled 'Subject Property' and contains a message: 'Matrix needs the details of the subject property. What would you like to do?'. There are five radio button options: 'Type in the subject property fields manually' (which is selected and highlighted with a red circle and the number 1), 'Enter a Residential ML# to auto-fill from:', 'Enter a Tax TaxID to auto-fill from:', 'Search for a Residential listing to auto-fill from', and 'Search for a Tax record to auto-fill from'. The first two options have 'Fill' buttons next to them.

A page displays with blank Subject Details, Property Photo and Remarks.

**Step 2:** Enter the subject property's information into the fields in the **Subject Details** area. Scroll down to view more fields.

**Step 3:** Optionally, upload a photo: Click **Browse** and select a photo from your files.

**Step 4:** Optionally, enter remarks about the subject property in the **Remarks** field.

**Step 5:** Click **Cover** to continue the wizard.

The screenshot shows the MRIS Web Site interface. At the top, there is a navigation bar with links like Home, Search, My Matrix, Finance, Router, Tax, Open House, Foreclosure, RETechnology, and Help. Below this is a secondary navigation bar with links like Summary, Contacts, Auto Email, and Watched Listings. The main content area is divided into three sections: Subject Details, Property Photo, and Remarks. The Subject Details section is highlighted with a red box and contains fields for Address, City, Zip, State, General, Legal Subdivision, NLA, Status, DOH, Seller Subsidy, Foreclosure, Short Sale, Property Condition, Dates, List Date, Close Date, Contract Date, Off Market Date, and Price. The Property Photo section shows a 'No Photo Available' message and an 'Upload Photo' button with a 'Browse...' link. The Remarks section is a large text area. Numbered callouts are placed over the interface: '5' is over the 'Cover' button in the top navigation bar; '2' is over the 'City' field in the Subject Details section; '3' is over the 'Browse...' link in the Property Photo section; and '4' is over the Remarks text area.



## Enter Residential ML#

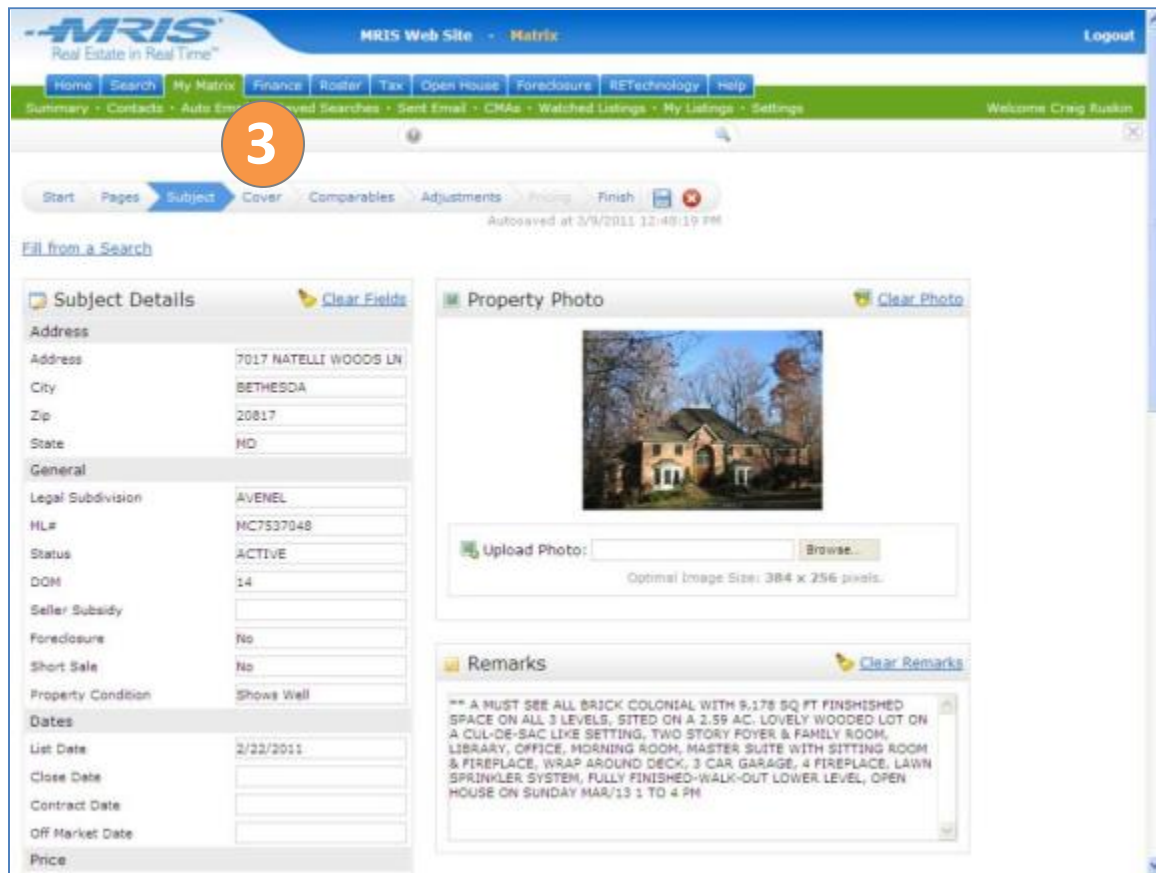
**Step 1:** Enter a Residential ML# in the [Enter a Residential ML# to auto-fill form](#) field.

**Step 2:** Click [Fill](#).



The listing's information auto-populates the Subject Details, Property Photo and Remarks areas.

**Step 3:** Click [Cover](#) to continue the wizard.



## Enter Tax ID

**Step 1:** Enter a Tax TaxID ML# in the **Enter a Tax TaxID to auto-fill form** field.

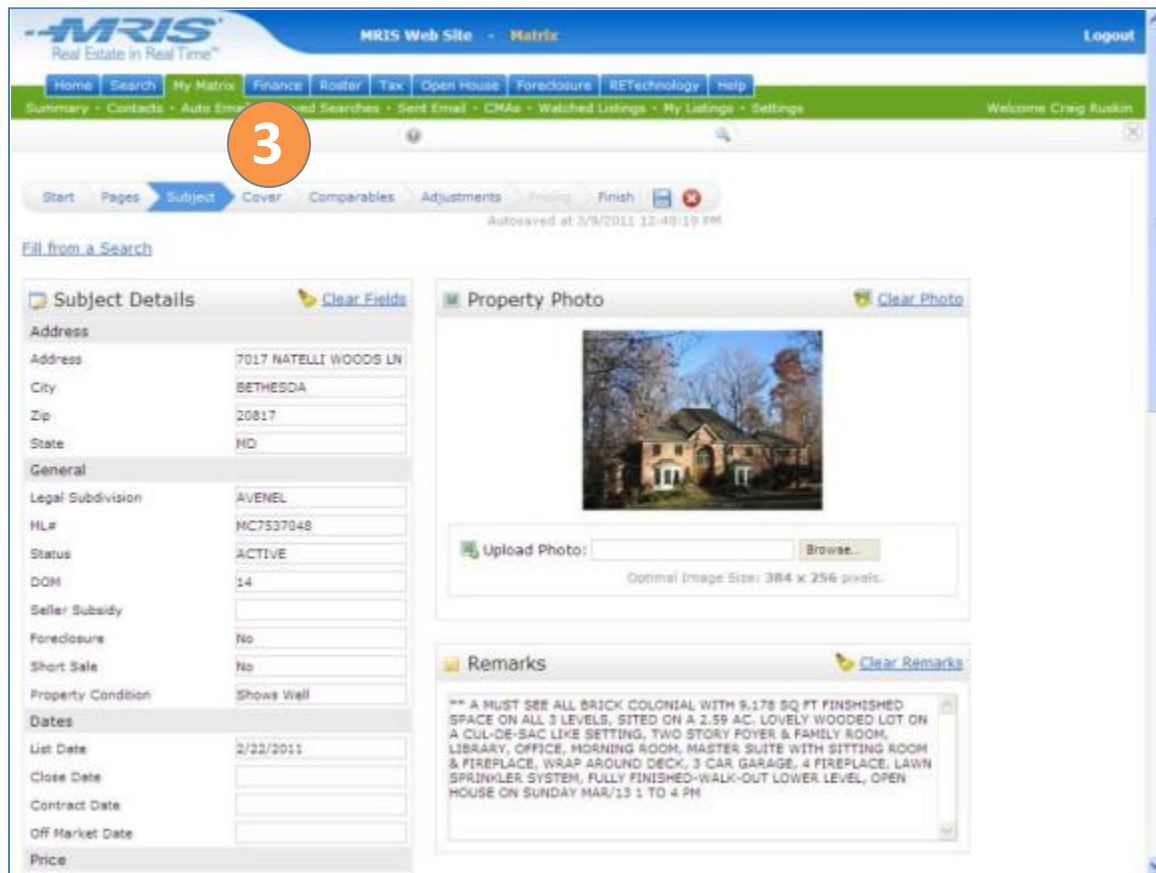
**Step 2:** Click **Fill**.



The screenshot shows the 'Subject Property' section of the MRIS web application. It lists several options for auto-filling property details. The option 'Enter a Tax TaxID to auto-fill from:' is highlighted with a red circle containing the number '1'. To its right is a 'Fill' button, which is also highlighted with a red circle containing the number '2'.

The listing's information auto-populates the Subject Details, Property Photo and Remarks areas.

**Step 3:** Click **Cover** to continue the wizard.



The screenshot shows the 'Subject Details' form in the MRIS web application. A red circle with the number '3' is placed over the 'Cover' button in the navigation bar. The form is populated with the following information:

Subject Details	
Address	7017 NATELLI WOODS LN
City	BETHESDA
Zip	20817
State	MD
General	
Legal Subdivision	AVENEL
HL#	MC7537048
Status	ACTIVE
DOM	14
Seller Subsidy	
Foreclosure	No
Short Sale	No
Property Condition	Shows Well
Dates	
List Date	2/22/2011
Close Date	
Contract Date	
Off Market Date	
Price	

The 'Property Photo' section shows a photo of a house. The 'Remarks' section contains the following text:

\*\*\* A MUST SEE ALL BRICK COLONIAL WITH 9,178 SQ FT FINISHED SPACE ON ALL 3 LEVELS, SITED ON A 2.59 AC. LOVELY WOODED LOT ON A CUL-DE-SAC LIKE SETTING, TWO STORY FOYER & FAMILY ROOM, LIBRARY, OFFICE, MORNING ROOM, MASTER SUITE WITH SITTING ROOM & FIREPLACE, WRAP AROUND DECK, 3 CAR GARAGE, 4 FIREPLACE, LAWN SPRINKLER SYSTEM, FULLY FINISHED-WALK-OUT LOWER LEVEL, OPEN HOUSE ON SUNDAY MAR/13 1 TO 4 PM

## Search Residential Listings

**Step 1:** Click [Search for a Residential listing to auto-fill form.](#)

The screenshot shows the MRIS Web Site interface. The 'Subject' tab is selected in the top navigation bar. The 'Subject Property' section contains a list of options: 'Type in the subject property fields manually', 'Enter a Residential ML# to auto-fill from:', 'Enter a Tax TaxID to auto-fill from:', 'Search for a Residential listing to auto-fill from' (highlighted with a red circle and the number 1), and 'Search for a Tax record to auto-fill from'.

The Fill from a Search page displays.

**Step 2:** Select and enter search criteria, using the procedures described in the **Search** section of this module.

**Step 3:** Click [Search](#).

The screenshot shows the 'Fill from a Search' page in the MRIS Web Site. The page is divided into several sections for search criteria: County (Washington, DC, Sussex, DE, Montgomery, MD), Status (Active, App Reg, Cntg/KO, Cntg/NO KO, Contract, Expired, Rented, Sold), Style (Carnage House), Type (Attach/Row Hse, Detached), Ownership (Condo, Coop, Fee Simple, Ground Rent, Rental Apartment), For Sale (Yes), List Price (\$1,000's), List Date, Close Price (Sold) (\$1,000's), Close Date (Sold), Off Mkt Date, Year Built, Waterfront (No, Yes), Bedrooms (5+), Full Baths (3+), Half Baths, Lot Acres, Garage Spaces, Foreclosure (No, Undisclosed, Yes), Potential Short Sale (No, Undisclosed, Yes), Tax Living Area, Above Grade Finish, Adv Subdivision (\*Avenel\*), Legal Subdivision, City (Postal), Zip Code (5), Street #, and Street Name. A red box highlights the search criteria section, and a red circle with the number 2 is placed over the 'Search' button. The 'Search' button is located at the bottom right of the page.

The listing's information auto-populates the Subject Details, Property Photo and Remarks areas.

**Step 4:** Click **Cover** to continue the wizard.

MRIS Web Site - Matrix

Home Search My Matrix Finance Roster Tax Open House Foreclosure RETechnology Help

Summary Contacts Auto Emails Saved Searches Sent Email CMAs Watched Listings My Listings Settings

Welcome Craig Ruskin

Logout

Start Pages **Subject** Cover Comparables Adjustments Pricing Finish

Autosaved at 3/9/2011 1:19:19 PM

Fill from a Search

**Subject Details** Clear Fields

Address

Address 9425 WING FOOT CT

City POTOMAC

Zip 20854

State MD

General

Legal Subdivision AVENEL

HLA# MC7511847

Status ACTIVE

DOM SS

Seller Subsidy

Foreclosure No

Short Sale No

Property Condition Renov/Remod

Dates

List Date 1/13/2011

Close Date

Contract Date

Off Market Date

Price

**Property Photo** Clear Photo

Upload Photo: Browse...

Optimal Image Size: 384 x 256 pixels.

**Remarks** Clear Remarks

ELEGANT RENOVATED BRICK COLONIAL W/LARGE TWO STORY FOYER, GREAT ALL USABLE 0.30 ACRE LOT, 5 MIN. WALK TO THE POOL, TENNIS COURTS, PLAYGROUND & CLUB HOUSE. PGA'S GOLF COURSE AVENEL COMMUNITY W/AMENITIES GALORE. GREAT OPEN FLOORPLAN. ENTERTAINERS DELIGHT LOWER LEV. W/LARGE WALK-IN CUSTOM BAR. ABUNDANCE OF LIGHT, LARGE OWNERS SUITE.

## Search Tax Records

**Step 1:** Click **Search for a Tax record to auto-fill form.**

MRIS Web Site - Matrix

Home Search My Matrix Finance Roster Tax Open House Foreclosure

Summary Contacts Auto Emails Saved Searches Sent Email CMAs Watched Listings

Start Pages **Subject** Cover Comparables Adjustments Pricing

Autosaved at

**Subject Property**

Matrix needs the details of the subject property. What would you like to do?

- Type in the subject property fields manually
- Enter a Residential HLA# to auto-fill from: Fill
- Enter a Tax TaxID to auto-fill from: Fill
- Search for a Residential listing to auto-fill from
- Search for a Tax record to auto-fill from

The Fill from a Search page displays.

**Step 2:** Select and enter search criteria, using the procedures described in the **Search** section of this module.

**Step 3:** Click **Search**.

MRIS Web Site - Matrix

Logout

Home Search My Matrix Finance Roster Tax Open House Foreclosure RETechnology Help

Summary Contacts Auto Emails Saved Searches Sent Email CMAs Watched Listings My Listings Settings

Welcome Craig Ruskin

Start Pages **Subject** Cover Comparables Adjustments Pricing Finish

Autosaved at 3/9/2011 11:40:20 AM

**Fill from a Search** [Back to Subject Property Details](#)

County:  Tax ID/Account/Ticket:  Absentee Owner:

Washington, DC  
 Kent, DE  
 New Castle, DE  
 Other, DE  
 Sussex, DE  
 Allegany, MD  
 Anne Arundel, MD  
 Baltimore, MD

☐ Or ☐ Not

Improve Value:  Last Transfer Date:  Model Type:

Living Area:  Map:  Legal Subdivision:

Lot Acreage:  Owner First Name:  City:

Plat Folio:  Owner Last Name:  Zip Code (5):

Plat Liber:  Plat Map Number:  Street #:

Year Built:  Zoning Code:  Street Name:

Only enter the Street Name (i.e. Oak, Maple, Main).  
Do not enter Street Type in with Street Name (i.e. do not include St, Dr, or Cir).

No Map Selected

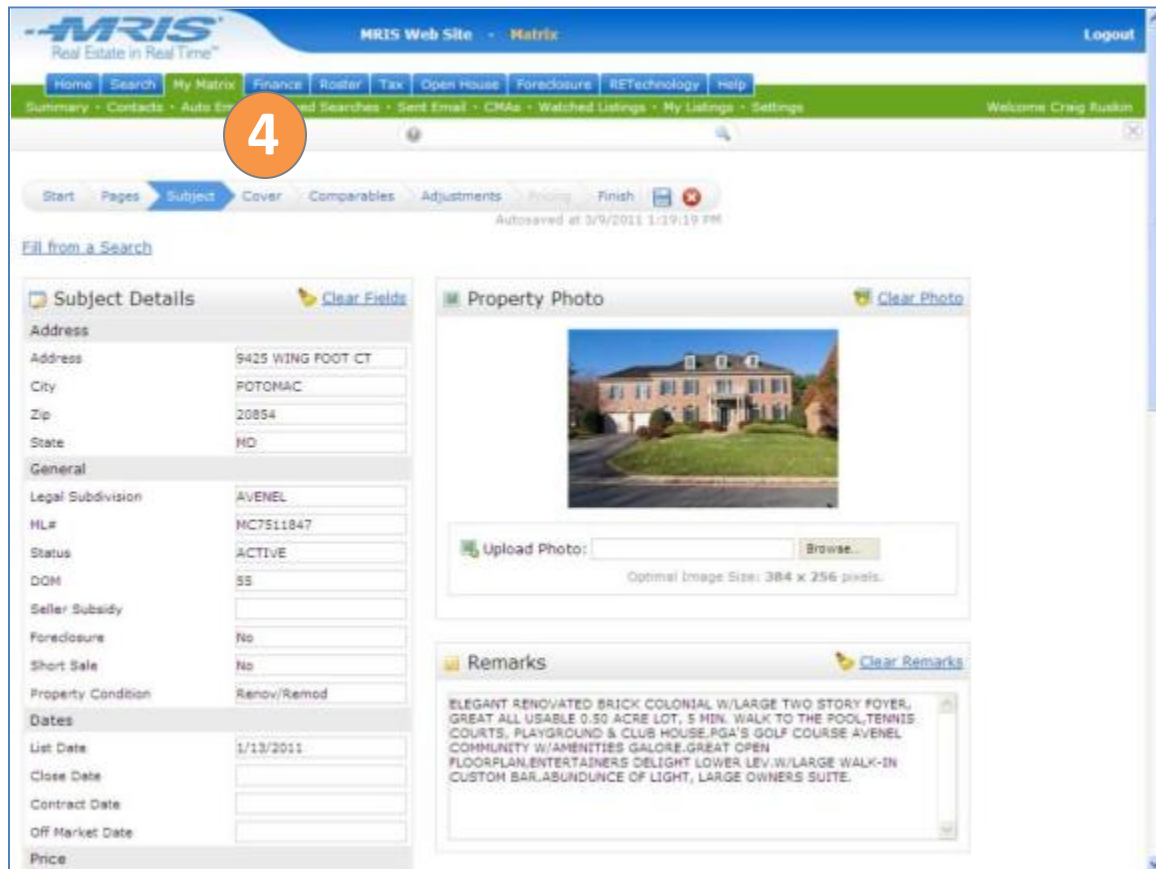
Display: System Summary at 25 per page

[Click here to add other search fields.](#)



The listing's information auto-populates the Subject Details, Property Photo and Remarks areas.

**Step 4:** Click **Cover** to continue the wizard.



**MRIS**  
Real Estate in Real Time™

MRIS Web Site - Matrix Logout

Home Search My Matrix Finance Roster Tax Open House Foreclosure RETechnology Help

Summary Contacts Auto Enter My Searches Sent Email CMAs Watched Listings My Listings Settings Welcome Craig Ruskin

Start Pages **Subject** Cover Comparables Adjustments Pricing Finish

Autosaved at 3/9/2011 1:19:19 PM

[Fill from a Search](#)

**Subject Details** [Clear Fields](#)

Address

Address 9425 WING FOOT CT

City POTOMAC

Zip 20854

State MD

General

Legal Subdivision AVENEL

HL# MC7511847

Status ACTIVE

DOM SS

Seller Subsidy

Foreclosure No

Short Sale No

Property Condition Renov/Remod

Dates

List Date 1/13/2011


Close Date

Contract Date

Off Market Date

Price

**Property Photo** [Clear Photo](#)



Upload Photo:

Optimal Image Size: 384 x 256 pixels.

**Remarks** [Clear Remarks](#)

ELEGANT RENOVATED BRICK COLONIAL W/LARGE TWO STORY FOYER, GREAT ALL USABLE 0.50 ACRE LOT, 5 MIN. WALK TO THE POOL, TENNIS COURTS, PLAYGROUND & CLUB HOUSE. PGA'S GOLF COURSE AVENEL COMMUNITY W/AMENITIES GALORE. GREAT OPEN FLOORPLAN. ENTERTAINERS DELIGHT LOWER LEV. W/LARGE WALK-IN CUSTOM BAR. ABUNDANCE OF LIGHT, LARGE OWNERS SUITE.

## CMA Wizard: Cover

Clicking **Cover** displays the CMA Wizard at the Cover page, where you enter contact and agent information for the front cover of the CMA.

- Step 1:** In the **Contact Information** area enter the Contact's information in the **Name**, **Address Line 1**, **Address Line 2**, **City / State / Zip**, and **Phone** fields, as needed.
- Step 2:** In the Agent Information area enter your information in the **Name**, **Team Name**, **Address Line 1**, **Address Line 2**, **City / State / Zip**, **Phone**, and **Email** fields, as needed.
- Step 3:** Click **Browse** to upload an Agent Photo or Broker Logo from your files.
- Step 4:** Optionally, click **Set as Defaults** to save the agent information each time you create a CMA.
- Step 5:** Click **Comparables** to continue the wizard.

The screenshot shows the MRIS Web Site interface for the CMA Wizard. The top navigation bar includes links like Home, Search, My Matrix, Finance, Roster, Tax, Open House, Foreclosure, RETechnology, and Help. A secondary bar shows links like Summary, Contacts, Auto Emails, Saved, Sent Email, CMAs, Watched Listings, My Listings, and Settings. The main content area is titled 'Cover' and contains two main sections: 'Contact Information' and 'Agent Information'. The 'Contact Information' section has fields for Name (Dan Goldberg), Address Line 1 (9700 Key West Ave), Address Line 2, City / State / Zip (Rockville MD 20850), and Phone. Below this is a 'Subject Cover Photo' section with a photo of a house and an 'Upload Photo' button with a 'Browse...' link. The 'Agent Information' section has fields for Name (Craig Ruskin), Team Name, Address Line 1 (9700 Key West Ave), Address Line 2, City / State / Zip (Rockville MD 20850), Phone, and Email. Below this is an 'Agent Photo or Broker Logo' section with a placeholder image of two people shaking hands and an 'Upload Photo' button with a 'Browse...' link. A 'Clear Photo' link is also present. The 'Set as Defaults' link is located at the top right of the Agent Information section. Numbered callouts are placed as follows: 1 points to the Address Line 1 field in Contact Information; 2 points to the Name field in Agent Information; 3 points to the Upload Photo button in the Agent Photo or Broker Logo section; 4 points to the Set as Defaults link; and 5 points to the Cover tab in the main navigation bar.

## CMA Wizard: Comparables

Clicking **Comparables** displays the CMA Wizard at the Comparables page, where you confirm the use of the comparables selected in the **Search for Comparables** procedure, search for additional comparables, add comparables from a populated cart, or remove one more listings from the set of comparables.

The comparables selected in the Search for Comparables procedure display.

**Step 1:** If needed, add additional Comparables by performing a search. Click **Search for Additional Comparables** and perform a search using the procedures detailed in the **Search** section in this module.

**Step 2:** If needed, add additional Comparables by adding items from a cart. **Carts** are detailed in Module 1 of this manual. Click **Add Comparables from Cart**, click the checkbox of one or more listings from a cart, and click **Add Selected** to return to the Comparables page.

**Step 3:** If needed, remove a listing from the group of comparables. Click the checkbox of one or more listings to remove, and click **Remove Selected**.

**Step 4:** Click **Adjustments** to continue the wizard.

MRIS Web Site - Matrix Logout

Home Search My Matrix Finance Roster Tax Open House Foreclosure RETechnology Help

Summary Contacts Auto Emails Saved Searches Sent Email CMAs Watched Listings My Listings Settings

Welcome Craig Ruskin

Start Pages Subject Cover **Comparables** Adjustments Pricing Finish

Autosaved at 3/9/2011 1:50:00 PM

✓ Selected Comparables

Results 1-6 of 6 Checked 0 Check all 6

Previous Next [1] Bottom

	Stat	ML#	Address	List Price	BA	FB	HB	Lvl	Ppl	Gar	Bmnt	Acres	Age	DCOMP	Adv	Subdiv	
<input type="checkbox"/>	19	Sold	MC7456217	9215 Town Gate Ln	\$1,129,900	5	3	1	3	2	2	Yes	0.138	22	54	AVENEL	C
<input type="checkbox"/>	30	Sold	MC7328860	9702 Beman Woods Way	\$1,249,900	5	4	1	3	2	2	Yes	0.18	22	154	AVENEL	C
<input type="checkbox"/>	8	Sold	MC7400085	18 Holly Leaf Ct	\$1,995,000	5	4	1	3	1	2	Yes	2.02	26	32	AVENEL	C
<input type="checkbox"/>	8	Sold	MC7332224	9011 Saunders Ln	\$1,799,000	5	4	1	3	2	2	Yes	2.03	24	116	AVENEL	C
<input type="checkbox"/>	30	Sold	MC7132792	7024 Mountain Gate Dr	\$2,875,000	5	7	1	4	3	3	Yes	0.89	16	353	AVENEL	G
<input type="checkbox"/>	30	Sold	MC7189629	7800 Town Gate Pl	\$1,399,900	6	4	1	3	2	2	Yes	0.31	22	276	AVENEL	C

Previous Next [1] Top

Remove Selected Search for Additional Comparables Add Comparables from Cart

Display System Summary - Agent at 100 per page.

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Clicking **Adjustments** displays the CMA Wizard at the Adjustments page, where you adjust values of the features of the comparable properties negatively or positively by comparing them with the features of the subject property. Matrix offers two views to input the data: Single Line Mode or Detail Mode. You can toggle back and forth between the two views by clicking **View in Single Line Mode** from the Detail view or **View in Detail Mode** from the Single Line view.

**Step 1:** For each comparable property, enter positive or negative dollar amounts in the fields as applicable for features which need to be adjusted. The Subject property is on the top line and its features cannot be adjusted. The comparable properties are listed in rows beneath the subject property. Features are listed in columns. Click the **Left** and **Right** arrows or the **Scroll Bar** to view more features to adjust.

**Step 2:** Click **Pricing** to continue with the Wizard.

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## Adjust Comparables in Detail Mode

**Step 1:** Click [View in Detail Mode](#) from the Single Line mode (see previous screen shot).

**Step 2:** For each comparable property, enter positive or negative dollar amounts in the fields as applicable for features which need to be adjusted. The Subject property is in a column at the left of the Adjustment Details area and its features cannot be adjusted. The first comparable property is listed in columns to the right of the subject property. Click the [Next](#) (and [Previous](#)) to view additional comparable properties. Features are listed in rows.

**Note:** Enter positive dollar amounts by with or without a plus sign (e.g. 3000 or +3000). Enter negative dollar amounts using a minus sign (e.g. -3000).

**Step 3:** Click [Pricing](#) to continue with the Wizard.

MRIS Web Site - Matrix

Home Search My Matrix Finance Roster Tax Open House Foreclosure RETechnology Help

Summary Contacts Auto Emails Saved Searches Sent Email CMAR Red Listings My Listings Settings Welcome Craig Ruskan

Start Pages Subject Cover Comparables Adjustments Pricing Finish

Autosaved at 3/9/2011 2:32:09 PM

Adjustment Details [View in Single Line Mode](#)

Comparable 1 of 6 [Next >](#)

Field	Subject Property	Adjusting Property	Adjustment
Status	9425 WING FOOT CT	9215 TOWN GATE LN	SOLD
Price		1,119,900	
Seller Subsidy	No Data	0	
Foreclosure	No	No	
Short Sale	No	No	
Property Condition	Renov/Remod	Shows Well	
Style	Colonial	Colonial	
Type	Detached	Detached	
Year Built	1995	1989	
Bedrooms	5	5	
Full Baths	4	3	
Half Baths	1	1	
Fireplaces	3	2	
# of Assigned Parking Spaces	No Data		
Carport	No Data		
Garage	2	2	



## CMA Wizard: Pricing

Clicking **Pricing** displays the CMA Wizard at the Pricing page, where you enter a suggested list price and any notes.

**Step 1:** Click in the **Suggested List Price** area and enter a suggested list price.

**Step 2:** Optionally, click in the **Notes** area and enter any additional information to convey in the CMA.

**Step 3:** Click **Finish** to continue the wizard.

The screenshot shows the MRIS Web Site interface. The top navigation bar includes links for Home, Search, My Matrix, Finance, Roster, Tax, Open House, Foreclosure, SETechnology, and Help. A secondary navigation bar contains links for Summary, Contacts, Auto Emails, Saved Searches, Sent Email, CMAs, Watch, My Listings, and Settings. The user is logged in as 'Welcome Craig Ruskin'. The main content area has a breadcrumb trail: Start > Pages > Subject > Cover > Comparables > Adjustments > Pricing > Finish. The 'Pricing' step is highlighted with a blue arrow and a red 'X' icon. Below the breadcrumb trail, the 'Summary' section displays a table of comparable prices. The 'Additional Analysis' section provides pricing statistics. The 'Suggested List Price' section contains a text input field with a placeholder message. The 'Notes' section contains a text input field. Three numbered callouts are present: '1' points to the 'Suggested List Price' input field, '2' points to the 'Notes' input field, and '3' points to the 'Finish' button in the breadcrumb trail.

MRIS Web Site - Matrix

Home Search My Matrix Finance Roster Tax Open House Foreclosure SETechnology Help

Summary Contacts Auto Emails Saved Searches Sent Email CMAs Watch My Listings Settings

Welcome Craig Ruskin

Start Pages Subject Cover Comparables Adjustments Pricing Finish

Autosaved at 5/9/2011 10:12:40 PM

**Summary**

The following table summarizes the prices calculated from the adjusted comparables:

	Low	Median	Average	High	Count
Comparable Price	1,119,900	1,547,500	1,619,983	2,380,000	6
Adjusted Comparable Price	1,119,900	1,547,500	1,619,983	2,380,000	6

**Additional Analysis**

This section provides some additional pricing statistics obtained by comparing the subject property with the comparables:

- Cannot calculate a price based on Total SqFt because the subject property does not have a value for this field.
- Cannot calculate a price based on Tax Living Area because there is insufficient information.

**Suggested List Price**

Enter the price or price range that you want to list your house for. You can enter a price range, e.g., "I think we should list your house at \$350,000". Alternatively you can leave this space blank and write the price in by hand when you meet with the client.

**Notes**

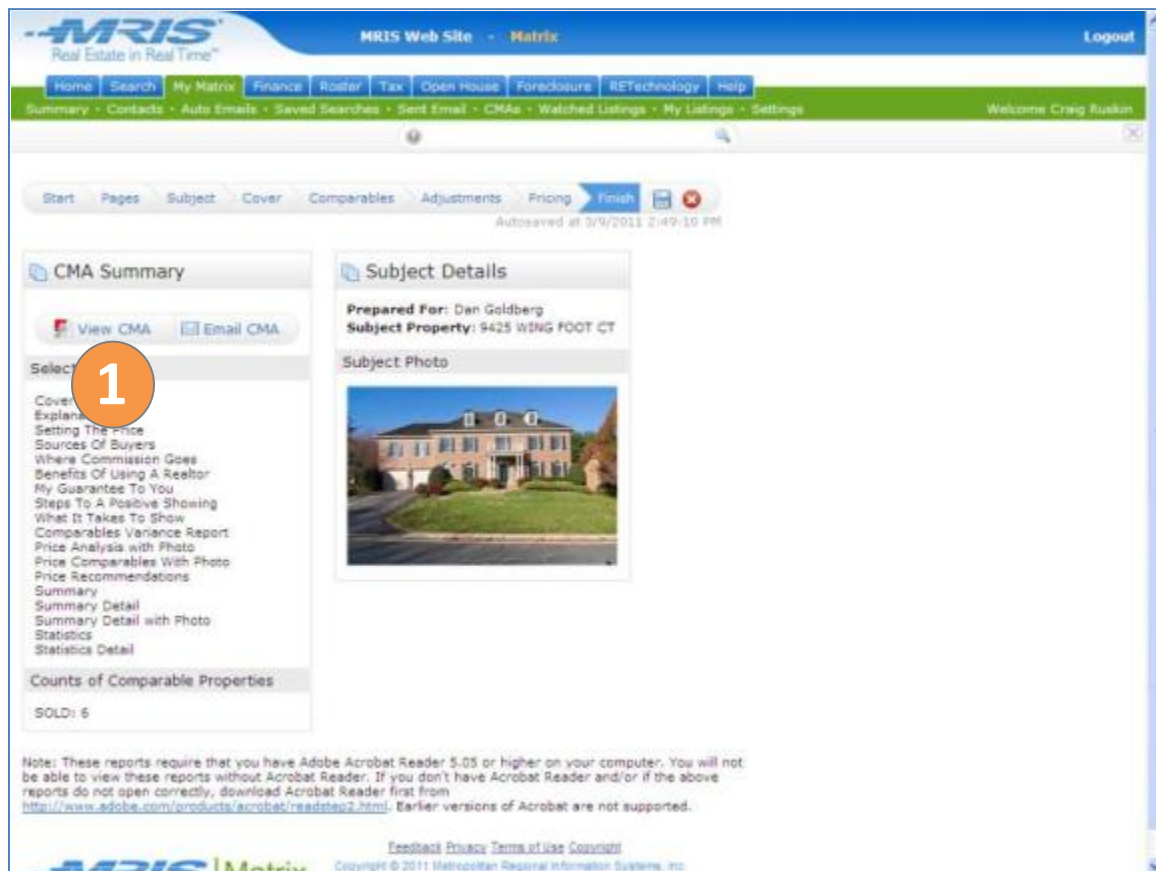
Enter any additional comments which should appear with the price.

## CMA Wizard: Finish

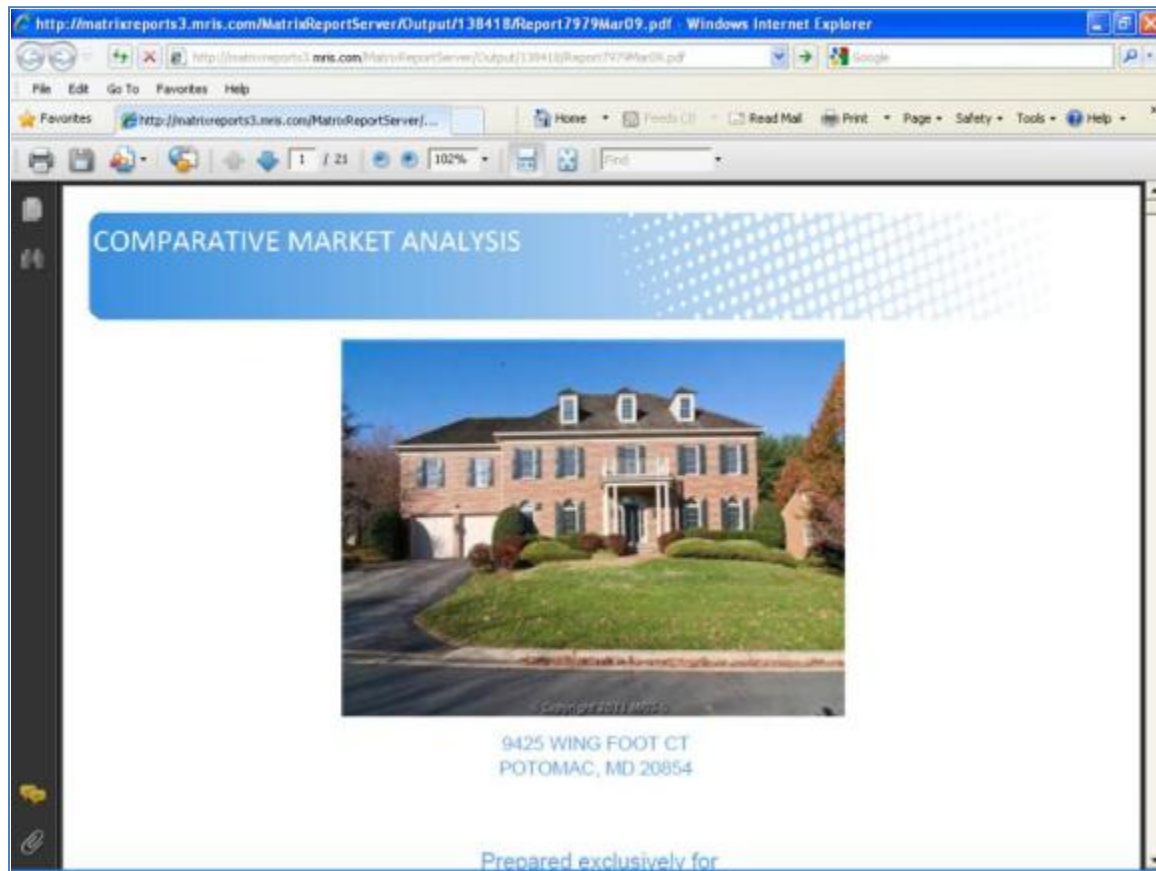
Clicking **Finish** displays the CMA Wizard at the Finish page. This is the last step of the wizard, where you can view the CMA and email it to the contact.

The Finish page displays with a summary of the CMA, including a list of the selected pages, the number of comparable properties and a few details about the subject property.

**Step 1:** Optionally, to view the CMA in its entirety in Adobe pdf format, click **View CMA**.



A separate window displays with the entire CMA in Adobe pdf format.



**Step 2:** To email the CMA to the contact, click **Email CMA**.



The Email CMA page displays. The contact is populated in the **To** field.

**Step 3:** Optionally, to change or add contacts to receive the CMA, click **To**, select a contact from the dialog that displays, and click **OK**. Or, Click **Create a New Contact**, and follow the prompts.

**Step 4:** Optionally, click **CC** and select a contact from the dialog that displays, and click **OK**.

**Step 5:** Optionally, click **Bcc me a copy of this message** to send a blind carbon copy of the email to your email address.

**Step 6:** Click in the **Subject** field, and enter a subject.

**Step 7:** Click in the **Email Body** field, and enter text to form the body of the email.

**Step 8:** Click **Send**.

The screenshot shows the 'Email CMA' page in the MRIS Web Site. The page title is 'Email CMA' and it includes a 'Send' button and a 'Back to Summary' link. The main heading states 'You have selected to email your Avenel 5+ BR 3+ BA CMA.' Below this, there is a note about re-sending existing CMAs. The form fields are as follows:

- From:** 'Craig Ruskin' (Callout 3)
- To:** 'Goldberg, Dan' (Callout 4)
- CC:** (Callout 5)
- Subject:** (Callout 6)
- Email Body:** (Callout 7)
- Send** button (Callout 8)

At the bottom, it shows 'Characters Remaining: 4089' and a 'Check Spelling' link.

The CMA is emailed to the contact(s) specified.

## 2.3.4 Map

Matrix enables you to easily select listings and display their locations on a map, which you can then email to a contact.

**Step 1:** From the search results, select the checkbox(es) of the listing(s) to map. The selected records are highlighted in blue.

**Step 2:** Click [Map](#).

	Stat	ML#	Address	List Price	BR	FB	HS	Lvl	Fpl	Gar	Bsmt	Acres	Age	DOMR	Adv	Subdiv	Sty
	Act	DC7469374	1391 Pennsylvania Ave SE...	\$429,000	1	1	0	1	0	0	No	0	111	59	CAPITOL HILL		Coi
	Act	DC7507937	116 North Carolina Ave SE...	\$299,000	1	1	0	1	0	0	No	0	111	59	CAPITOL HILL		Oth
	Act	DC7499234	1000 New Jersey Ave SE #9...	\$280,600	1	1	0	1	0	0	No	0	5	77	CAPITOL HILL TOWE		Coi
	Act	DC7517313	1000 New Jersey Ave SE #4...	\$280,000	1	1	0	1	0	1	No	0	11	39	CAPITOL HILL TOWER		Coi
	Act	DC7442379	115 E St SE #101	\$275,950	1	1	0	1	0	0	No	0	105	154	CAPITOL HILL		Tre
	Act	DC7444917	420 16th St SE #203	\$249,500	1	1	0	0	0	0	No	0	64	3	CAPITOL HILL		Art
	Act	DC7429500	1000 New Jersey Ave SE #3...	\$245,000	1	1	0	1	0	1	No	0	6	185	CAPITOL HILL TOWER		Oth
	Act	DC7450312	1363 K St SE #201	\$204,900	1	1	0	1	0	0	No	0	65	157	OLD CITY #1		Tre
	Act	DC7402525	1815 A St SE #206	\$119,900	1	1	0	1	0	0	No	0	91	10	OLD CITY #1		Oth
	Act	DC7505325	1025 First St SE #409	\$450,900	1	2	0	1	0	1	No	0	2	56	THE VELOCITY		Coi
	Act	DC7444026	1222 Walter St SE	\$350,000	2	1	0	3	1	1	No	0.028	99	3	OLD CITY #1		Coi
	Act	DC7436330	1526 D St SE	\$459,000	2	1	0	2	0	0	No	0.029	98	4	CAPITOL HILL		Fec
	Act	DC7541857	1391 Pennsylvania Ave SE...	\$435,000	2	1	0	1	0	1	No	0	4	5	OLD CITY #1		Tre
	Act	DC7436616	1641 Potomac Ave SE	\$415,000	2	1	0	2	0	0	No	0.02	107	4	CAPITOL HILL		Fec
	Act	DC7513331	1000 New Jersey Ave SE #P...	\$391,400	2	1	0	1	0	0	No	0	5	206	CAPITOL HILL TOWER		Coi
	Act	DC7513433	1413 Potomac Ave SE	\$365,000	2	1	0	3	0	0	Yes	0.02	100	16	OLD CITY #1		Fec
	Act	DC7432710	122 18th St SE	\$349,900	2	1	0	3	0	0	Yes	0.027	86	4	OLD CITY #1		Fec
	Act	DC7468153	1127 C St SE #4	\$329,900	2	1	0	1	1	0	No	0	73	130	CAPITOL HILL		Bel
	Act	DC7174231	420 16th St SE #206	\$329,300	2	1	0	1	0	0	No	0	64	494	CAPITOL HILL		Art
	Act	DC7484353	1617 C St SE	\$310,300	2	1	0	2	1	0	No	0.03	98	104	OLD CITY #1		Fec
	Cnko	DC7416335	1000 New Jersey Ave SE #1...	\$299,900	2	1	0	1	0	0	No	0	5	247	OLD CITY #1		Coi
	Act	DC7531930	1815 A St SE #101	\$245,000	2	1	0	1	0	0	No	0	91	18	CAPITOL HILL		Fec
	Cnko	DC7444724	332 E St SE	\$695,000	2	1	1	3	2	0	No	0.028	141	3	CAPITOL HILL		Vic
	Cnko	DC7503940	516 13th St SE	\$488,900	2	1	1	2	1	0	No	0.034	111	109	CAPITOL HILL		Fec
	Cnko	DC7476870	1512 Massachusetts Ave SE	\$379,000	2	1	1	2	0	0	No	0.014	107	95	CAPITOL HILL		Fec
	Act	DC7493156	117...	\$349,500	2	1	1	2	0	0	No	0.018	121	71	CAPITOL HILL		Fec

Previous | Next | [1] | Top | Bottom

View Cart (5) | Add to | Empty

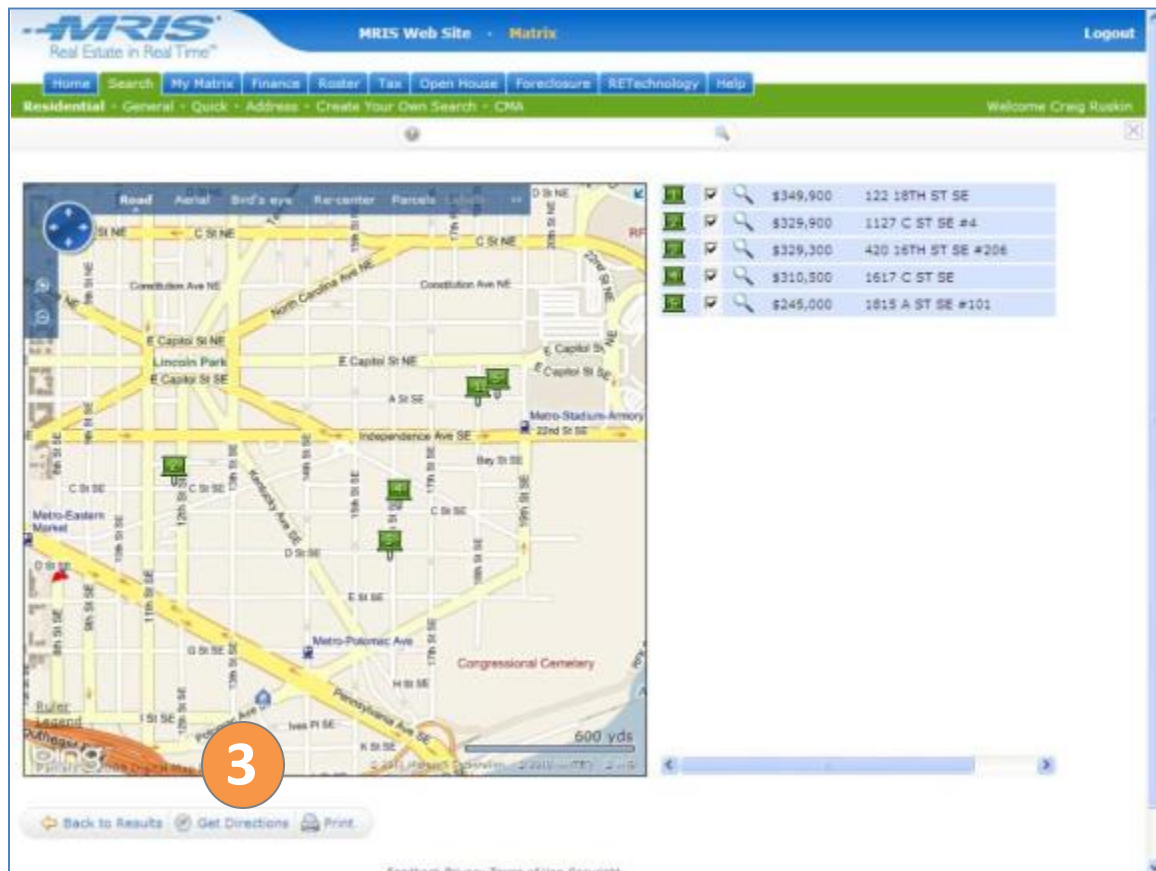
Revise | Email | Report | CMA | Map | Stats | Save As

Keep | Drop | Sort | Print Display | Export



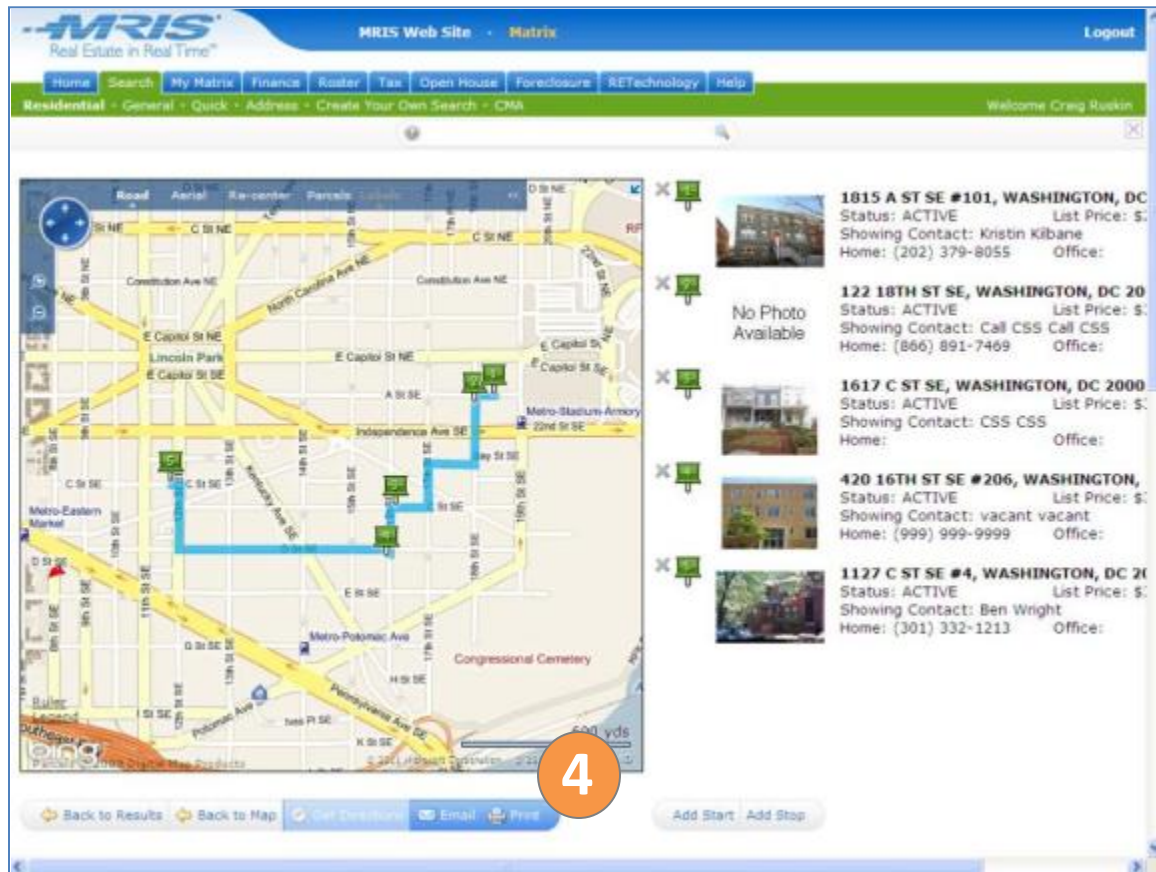
A map of the selected listings displays, with pushpins indicating location of the properties.

**Step 3:** Click **Get Directions** to generate a set of directions between the properties on the map.

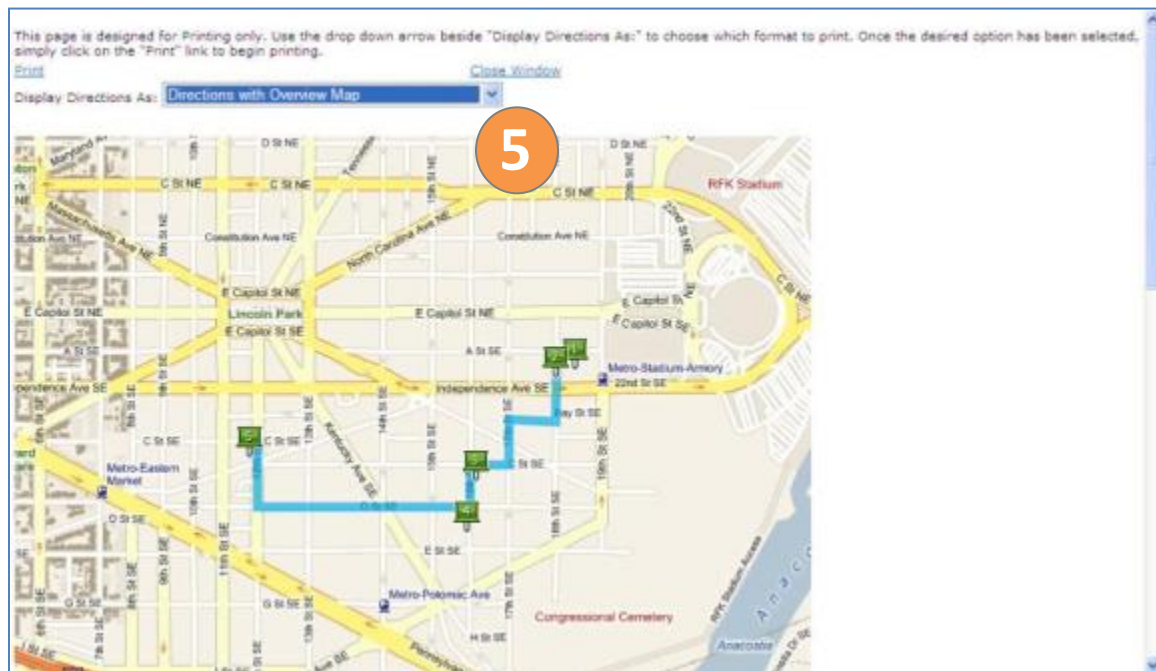


A map displays with a set of directions between the properties.

**Step 4:** Click **Print** to display a printable version of the map with directions in a separate browser window.



**Step 5:** Click the **Display Directions As** dropdown arrow and select a display type from the menu. The selections offer choices of the number and types of maps to include with the printed directions. Print the map using the browser's print functionality.

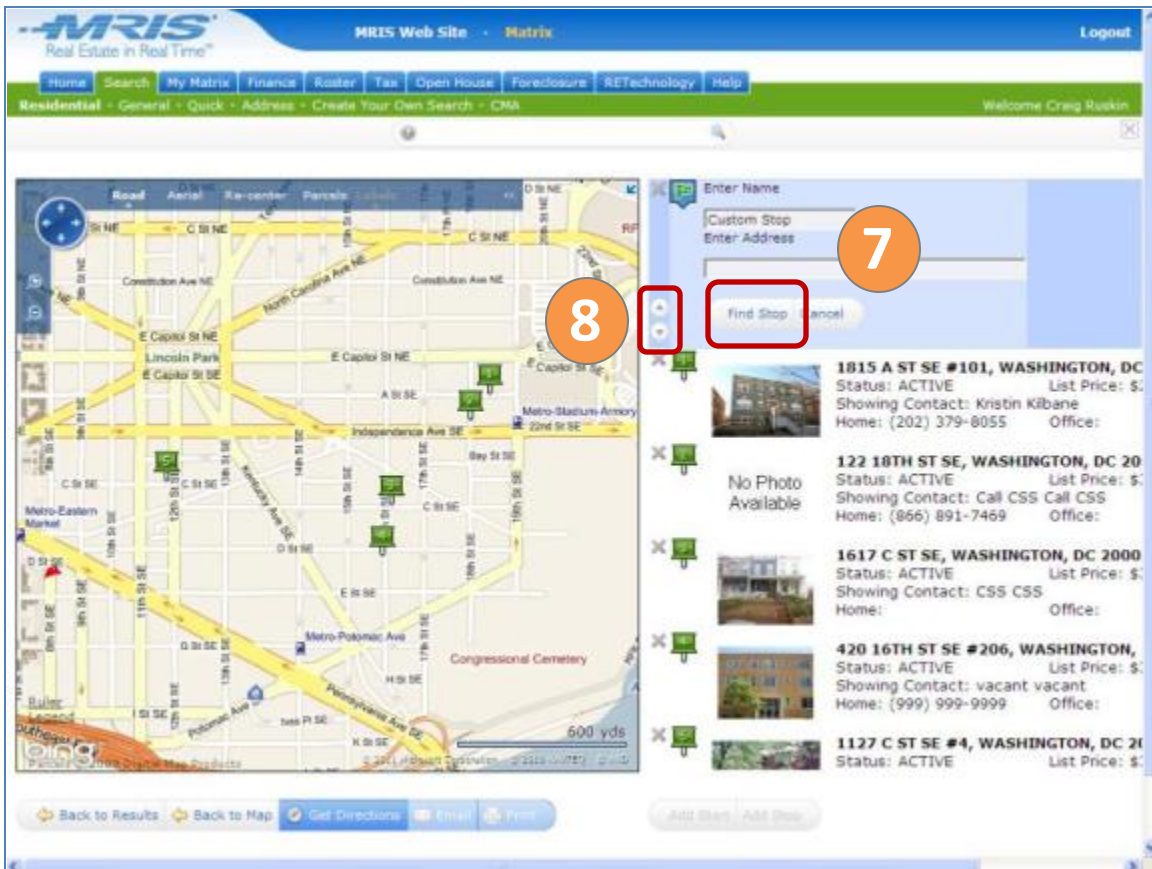


**Step 6:** From the main map, click **Add Start** (or **Add Stop**) to add a different origin (or destination) to the directions.



**Step 7:** Click in the **Enter Address** field, enter the address or the new origin (or destination), and click **Find Stop** to insert the new location on the map.

**Step 8:** Use the **Up** or **Down** arrows as needed to reposition the new location in the sequence of directions.



**Step 9:** To email the directions to a contact, click **Email** from the map page.



The Email Listings page displays.

**Step 10:** Click **To**, select a contact from the dialog that displays, and click **OK**. Or, Click **Create a New Contact**, and follow the prompts.

**Step 11:** Optionally, click **CC**, select a contact from the dialog that displays, and click **OK**.

**Step 12:** Optionally, click **Bcc me a copy of this message** to send a blind carbon copy of the emailed map and directions to your email address.

**Step 13:** Click in the **Subject** field and enter a subject.

**Step 14:** Click in the **Email Body** field and enter text to form the body of the email.

**Step 15:** Optionally, click **Preview** to view a preview of the emailed map and directions in another browser window.

**Step 16:** Click **Send**.

A screenshot of the 'Email 5 Listings' form in the MRIS web application. The form is titled 'Email 5 Listings' and contains several fields and buttons. The fields are: 'From' (pre-filled with 'Craig Ruskin'), 'To' (with a dropdown arrow), 'CC' (with a dropdown arrow), 'Subject', and 'Email Body'. There is a checkbox labeled 'Bcc me a copy of this message.' and a link 'Create a New Contact'. Below the 'Email Body' field, it says 'Characters Remaining: 4096' and 'Check Spelling English'. At the bottom of the form, there are three buttons: 'Preview', 'Cancel', and 'Send'. Red circles with numbers 10 through 16 are overlaid on the form to indicate the steps: 10 points to the 'To' field, 11 points to the 'CC' field, 12 points to the 'Bcc me a copy of this message.' checkbox, 13 points to the 'Subject' field, 14 points to the 'Email Body' field, 15 points to the 'Preview' button, and 16 points to the 'Send' button.



## 2.3.5 Stats

Matrix can display basic statistics about a group of selected listings.

**Step 1:** From the search results, select the checkboxes of the listings. The selected records are highlighted in blue.

**Step 2:** Click **Stats**.

The screenshot shows the MRIS Web Site Matrix page. The page header includes the MRIS logo and navigation links. The main content area displays a table of real estate listings. A red circle labeled '1' highlights the checkboxes for several listings. A red circle labeled '2' highlights the 'Stats' button at the bottom of the page.

Stat	ML#	Address	List Price	BR	FB	HS	Lvl	Fpl	Gar	Bsmr	Acres	Age	DOHP	Adv	Subdiv	Sty
<input checked="" type="checkbox"/>	DC6618647	733 18th St NE	\$125,000	2	1	0	2	0	0	Yes	0.032	100	1058	OLD CITY #1	Col	
<input checked="" type="checkbox"/>	DC6972324	14 Florida Ave NE	\$750,000	2	1	0	3	0	0	Yes	0.021	111	739	ECKINGTON	Col	
<input checked="" type="checkbox"/>	DC7055179	1720 Lang Pl NE	\$150,000	2	1	1	2	0	0	Yes	0.028	74	644	TRINIDAD	Fec	
<input checked="" type="checkbox"/>	DC7133336	1246 Queen St NE #1	\$124,000	2	1	0	1	0	0	No	0	74	547	TRINIDAD	Col	
<input checked="" type="checkbox"/>	DC7174231	420 16th St SE #206	\$329,300	2	1	0	1	0	0	No	0	64	495	CAPITOL HILL	Art	
<input checked="" type="checkbox"/>	DC7109494	1629 L St NE #201	\$193,875	2	1	0	1	0	0	No	0	2	304	H STREET CORRIDOR	Vic	
<input checked="" type="checkbox"/>	DC7166811	1014 Florida Ave NE #2	\$200,000	2	1	0	1	0	1	No	0	111	1	TRINIDAD	Col	
<input checked="" type="checkbox"/>	DC7194609	1706 West Virginia Ave NE...	\$180,000	2	1	0	1	0	0	No	0	80	206	TRINIDAD	Col	
<input checked="" type="checkbox"/>	DC7197736	1036 6th St NE #102	\$225,000	2	1	0	1	0	0	No	0	106	227	OLD CITY #1	Off	
<input checked="" type="checkbox"/>	DC7167950	1608 Rosedale St NE	\$98,000	2	1	0	1	0	0	No	0.016	100	107	OLD CITY #1	Off	
<input checked="" type="checkbox"/>	DC7113331	1000 New Jersey Ave SE #P...	\$391,400	2	1	0	1	0	0	No	0	5	207	CAPITOL HILL TOWER	Col	
<input checked="" type="checkbox"/>	DC7165385	1000 New Jersey Ave SE #1...	\$299,900	2	1	0	1	0	0	No	0	5	247	OLD CITY #1	Col	
<input checked="" type="checkbox"/>	DC7165385	109 8th St NE	\$564,500	2	1	1	3	0	0	No	0.013	111	202	CAPITOL HILL	Fec	
<input checked="" type="checkbox"/>	DC7164293	808 21st St NE	\$225,000	2	1	1	3	0	0	Yes	0.037	73	179	TRINIDAD	Tra	
<input checked="" type="checkbox"/>	DC7152236	330 Channing St NE	\$303,000	2	1	1	2	0	0	Yes	0.024	86	155	BROOKLAND	Fec	
<input checked="" type="checkbox"/>	DC7152236	1744 L St NE	\$266,650	2	1	1	2	0	2	No	0.029	84	147	H ST COLLIDOR	Col	
<input checked="" type="checkbox"/>	DC7167691	1643 L St NE	\$228,950	2	1	0	2	0	0	No	0.06	85	133	TRINIDAD	Col	

At the bottom of the page, there is a toolbar with buttons for 'Reverse', 'Email', 'Report', 'CMA', 'Map', 'Stats', and 'Save As'. The 'Stats' button is highlighted with a red circle labeled '2'.

The Basic Statistics – grouped by Status page displays with summary statistics for the selected properties, grouped by status.

**Step 3:** Click the dropdown arrow and select *Prices Grouped by Status* from the menu.



**MRIS**  
Real Estate in Real Time™

MRIS Web Site - Matrix

Home Search My Matrix Finance Roster Tax Open House Foreclosure RETechnology

Residential - General - Quick - Address - Create Your Own Search - CMA

**Basic Statistics - grouped by Status**  
Provides Basic statistics on list

Basic - grouped by Status

**Status: ACTIVE (50)**

	List Price	Bedrooms	Baths	FB	HB	DOMH	DOMP	Lot Sqft	Yr Built
Min	\$85,000	2	1	1	0	1	1	512	1870
Max	\$750,000	2	3	1	2	1,058	1,058	2,622	2009
Avg	\$327,993	2	1	1	0	133	140	1,088	1926

**Status: CNTG/NO KO (8)**

	List Price	Bedrooms	Baths	FB	HB	DOMH	DOMP	Lot Sqft	Yr Built
Min	\$98,000	2	1	1	0	5	5	610	1900
Max	\$695,000	2	2	1	1	165	247	1,489	2006
Avg	\$397,913	2	2	1	1	56	76	1,066	1918

**Status: CNTG/KO (2)**

	List Price	Bedrooms	Baths	FB	HB	DOMH	DOMP	Lot Sqft	Yr Built
Min	\$200,000	2	1	1	0	1	1	1,711	1900
Max	\$375,000	2	2	1	1	8	8	1,711	1915
Avg	\$287,500	2	2	1	1	5	5	1,711	1908

**Status: All (60)**

	List Price	Bedrooms	Baths	FB	HB	DOMH	DOMP	Lot Sqft	Yr Built
Min	\$85,000	2	1	1	0	1	1	512	1870
Max	\$750,000	2	3	1	2	1,058	1,058	2,622	2009
Avg	\$335,966	2	1	1	0	118	127	1,100	1928

Return to Results Printer friendly

The Price comparisons page displays with price information for the selected properties, grouped by status.

Price Comparisons			
List, Original, Close Price			
Prices - grouped by Status			
<b>Status: ACTIVE (50)</b>			
	ListPrice	OrigPrice	ClosePrice
Min	\$85,000	\$115,000	-
Max	\$750,000	\$700,000	-
Avg	\$327,993	\$338,026	\$0
Sum	\$16,399,670.00	\$16,901,320.00	\$0.00
<b>Status: CNTG/NO KO (8)</b>			
	ListPrice	OrigPrice	ClosePrice
Min	\$98,000	\$199,000	-
Max	\$695,000	\$695,000	-
Avg	\$397,913	\$414,288	\$0
Sum	\$3,183,300.00	\$3,314,300.00	\$0.00
<b>Status: CNTG/KO (2)</b>			
	ListPrice	OrigPrice	ClosePrice
Min	\$200,000	\$200,000	-
Max	\$375,000	\$375,000	-
Avg	\$287,500	\$287,500	\$0
Sum	\$575,000.00	\$575,000.00	\$0.00
<b>Status: All (60)</b>			
	ListPrice	OrigPrice	ClosePrice
Min	\$85,000	\$115,000	-
Max	\$750,000	\$700,000	-
Avg	\$335,966	\$346,510	\$0
Sum	\$20,157,970.00	\$20,790,620.00	\$0.00
<a href="#">Return to Results</a> <a href="#">Printer Friendly</a>			
Criteria: County is 'Washington, DC' Status is one of 'Active', 'Cntg/KO', 'Cntg/NO KO' Sale/Rent is yes Bedrooms is 2 BathsFull is 1 Zip5 is '20002', '20003' Search Time: 0.06s			

## 2.3.6 Right Action Button Functions

At the bottom right of the search results page, there are several action buttons that perform a variety of functions.

### Export Listings

To export selected listings to a text file, perform the following procedure.

**Step 1:** From the search results, select the checkbox(es) of the listing(s) to export. The selected records are highlighted in blue.

**Step 2:** Click [Export](#).

	Stat	MLS#	Address	List Price	BR	FB	HS	Lvl	Fpl	Gar	Bsmt	Acres	Age	DOMR	Adv	Subdiv	Sty
<input checked="" type="checkbox"/>	Act	DC7807937	116 North Carolina Ave SE...	\$299,000	1	1	0	1	0	0	No	0	111	59	CAPITOL HILL	Oth	
<input checked="" type="checkbox"/>	Act	DC7809234	1000 New Jersey Ave SE #9...	\$280,600	1	1	0	1	0	0	No	0	5	77	CAPITOL HILL TOWE	Coi	
<input checked="" type="checkbox"/>	Act	DC7817313	1000 New Jersey Ave SE #4...	\$280,000	1	1	0	1	0	1	No	0	11	39	CAPITOL HILL TOWER	Coi	
<input checked="" type="checkbox"/>	Act	DC7844179	115 E St SE #101	\$275,950	1	1	0	1	0	0	No	0	105	154	CAPITOL HILL	Tra	
<input checked="" type="checkbox"/>	Act	DC7844917	420 16th St SE #203	\$249,500	1	1	0	0	0	0	No	0	64	3	CAPITOL HILL	Art	
<input checked="" type="checkbox"/>	Act	DC7829500	1000 New Jersey Ave SE #3...	\$245,000	1	1	0	1	0	1	No	0	6	185	CAPITOL HILL TOWER	Oth	
<input checked="" type="checkbox"/>	Act	DC7850312	1363 K St SE #201	\$204,900	1	1	0	1	0	0	No	0	65	157	OLD CITY #1	Tra	
<input checked="" type="checkbox"/>	Act	DC7801525	1815 A St SE #206	\$119,900	1	1	0	1	0	0	No	0	91	10	OLD CITY #1	Oth	
<input checked="" type="checkbox"/>	Act	DC7809315	1025 First St SE #406	\$450,900	1	2	0	1	0	1	No	0	2	56	THE VELOCITY	Coi	
<input checked="" type="checkbox"/>	Act	DC7844016	1222 Walter St SE	\$550,000	2	1	0	3	1	1	No	0.028	99	3	OLD CITY #1	Coi	
<input checked="" type="checkbox"/>	Act	DC7843630	1526 D St SE	\$459,000	2	1	0	2	0	0	No	0.029	98	4	CAPITOL HILL	Fec	
<input checked="" type="checkbox"/>	Act	DC7841857	1391 Pennsylvania Ave SE...	\$435,000	2	1	0	1	0	1	No	0	4	5	OLD CITY #1	Tra	
<input checked="" type="checkbox"/>	Act	DC7843616	1641 Potomac Ave SE	\$419,000	2	1	0	2	0	0	No	0.02	107	4	CAPITOL HILL	Fec	
<input checked="" type="checkbox"/>	Act	DC7813331	1000 New Jersey Ave SE #P...	\$391,400	2	1	0	1	0	0	No	0	5	206	CAPITOL HILL TOWER	Coi	
<input checked="" type="checkbox"/>	Act	DC7818438	1413 Potomac Ave SE	\$369,000	2	1	0	3	0	0	Yes	0.02	100	16	OLD CITY #1	Fec	
<input checked="" type="checkbox"/>	Act	DC7843710	122 18th St SE	\$349,900	2	1	0	3	0	0	Yes	0.027	86	4	OLD CITY #1	Fec	
<input checked="" type="checkbox"/>	Act	DC7845913	1127 C St SE #4	\$329,900	2	1	0	1	1	0	No	0	73	130	CAPITOL HILL	Bas	
<input checked="" type="checkbox"/>	Act	DC7846231	420 16th St SE #206	\$329,300	2	1	0	1	0	0	No	0	64	494	CAPITOL HILL	Art	
<input checked="" type="checkbox"/>	Act	DC7844353	1617 C St SE	\$310,500	2	1	0	2	1	0	No	0.03	98	104	OLD CITY #1	Fec	
<input checked="" type="checkbox"/>	Crko	DC7816335	1000 New Jersey Ave SE #1...	\$299,900	2	1	0	1	0	0	No	0	5	247	OLD CITY #1	Coi	
<input checked="" type="checkbox"/>	Act	DC7831930	1815 A St SE #101	\$248,000	2	1	0	1	0	0	No	0	91	19	CAPITOL HILL	Fec	
<input checked="" type="checkbox"/>	Crko	DC7809234	332 E St SE	\$695,000	2	1	1	3	2	0	No	0.028	141	3	CAPITOL HILL	Vic	
<input checked="" type="checkbox"/>	Crko	DC7809240	516 13th St SE	\$486,900	2	1	1	2	1	0	No	0.034	111	109	CAPITOL HILL	Fec	
<input checked="" type="checkbox"/>	Crko	DC7876920	1512 Massachusetts Ave SE	\$379,000	2	1	1	2	0	0	No	0.014	107	95	CAPITOL HILL	Fec	
<input checked="" type="checkbox"/>	Act	DC7893156	1126 K St SE	\$349,500	2	1	1	2	0	0	No	0.018	121	71	CAPITOL HILL	Fec	

Previous · Next · [1] 2 · Top · Bottom

View Cart (5) · Add to · Empty

Reverse · Email · Report · CNA · Map · Stats · Save As

Keep · Drop · Sort · Print Display · Export

1

2

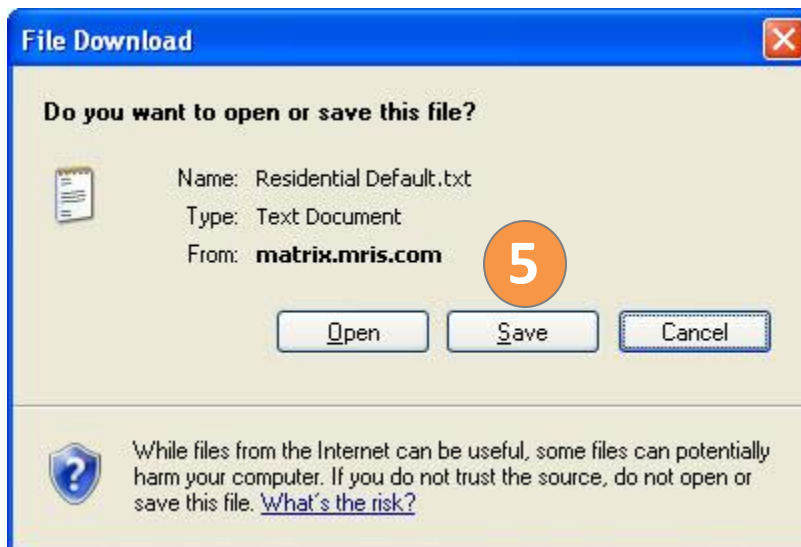
**Step 3:** Click the **Export file format** dropdown arrow and select a format from the displayed menu.

**Step 4:** Click **Export**.



A confirmation dialog displays.

**Step 5:** Click **Save** to save the text file to your computer.





## Print Display

To print the current display, perform the following procedure.

**Step 1:** From the search results, select the checkbox(es) of the listing(s) to print. The selected records are highlighted in blue.

**Step 2:** Click **Print Display**.

The screenshot shows a table with columns: Stat, ML#, Address, List Price, BR, FB, HS, Lvl, Fpl, Gar, Bsmt, Acres, Age, DOMP, Adv, Subdiv, and Style. Several records are selected, indicated by blue highlighting and checked checkboxes. A red rectangular box encloses the selected records. An orange circle with the number '1' is placed over the first selected record. At the bottom right of the table, an orange circle with the number '2' is placed over the 'Print Display' button. Below the table, there are navigation links: Previous, Next, [1], Top, Bottom, View Cart (5), Add to, Empty, and a toolbar with buttons: Review, Email, Report, CNA, Map, Stats, Save As, Keep, Drop, Sort, Print Display, and Export.

Stat	ML#	Address	List Price	BR	FB	HS	Lvl	Fpl	Gar	Bsmt	Acres	Age	DOMP	Adv	Subdiv	Style
Act	DC7507937	116 North Carolina Ave SE...	\$299,000	1	1	0	1	0	0	No	0	111	59	CAPITOL HILL	Off	
Act	DC7499234	1000 New Jersey Ave SE #9...	\$280,600	1	1	0	1	0	0	No	0	5	77	CAPITOL HILL TOWER	Coi	
Act	DC7517313	1000 New Jersey Ave SE #4...	\$280,000	1	1	0	1	0	1	No	0	11	39	CAPITOL HILL TOWER	Coi	
Act	DC7442179	115 E St SE #101	\$275,950	1	1	0	1	0	0	No	0	105	154	CAPITOL HILL	Tra	
Act	DC7449317	420 16th St SE #203	\$249,500	1	1	0	0	0	0	No	0	64	3	CAPITOL HILL	Art	
Act	DC7429500	1000 New Jersey Ave SE #3...	\$245,000	1	1	0	1	0	1	No	0	6	185	CAPITOL HILL TOWER	Off	
Act	DC7450312	1363 K St SE #201	\$204,900	1	1	0	1	0	0	No	0	65	157	OLD CITY #1	Tra	
Act	DC7402525	1815 A St SE #206	\$119,900	1	1	0	1	0	0	No	0	91	10	OLD CITY #1	Off	
Act	DC7509335	1025 First St SE #406	\$450,900	1	2	0	1	0	1	No	0	2	56	THE VELOCITY	Coi	
Act	DC7444236	1222 Walter St SE	\$350,000	2	1	0	3	1	1	No	0.028	99	3	OLD CITY #1	Coi	
Act	DC7436330	1526 D St SE	\$459,000	2	1	0	2	0	0	No	0.029	98	4	CAPITOL HILL	Fec	
Act	DC7541857	1391 Pennsylvania Ave SE...	\$435,000	2	1	0	1	0	1	No	0	4	5	OLD CITY #1	Tra	
Act	DC7436316	1641 Potomac Ave SE	\$419,000	2	1	0	2	0	0	No	0.02	107	4	CAPITOL HILL	Fec	
Act	DC7513331	1000 New Jersey Ave SE #P...	\$391,400	2	1	0	1	0	0	No	0	5	206	CAPITOL HILL TOWER	Coi	
Act	DC7513433	1413 Potomac Ave SE	\$369,000	2	1	0	3	0	0	Yes	0.02	100	16	OLD CITY #1	Fec	
Act	DC7543210	122 18th St SE	\$349,900	2	1	0	3	0	0	Yes	0.027	86	4	OLD CITY #1	Fec	
Act	DC7469133	1127 C St SE #4	\$329,900	2	1	0	1	1	0	No	0	73	130	CAPITOL HILL	Beau	
Act	DC7474231	420 16th St SE #206	\$329,300	2	1	0	1	0	0	No	0	64	494	CAPITOL HILL	Art	
Act	DC7484353	1617 C St SE	\$310,500	2	1	0	2	1	0	No	0.03	98	104	OLD CITY #1	Fec	
Crko	DC7416335	1000 New Jersey Ave SE #1...	\$299,900	2	1	0	1	0	0	No	0	5	247	OLD CITY #1	Coi	
Act	DC7531930	1815 A St SE #101	\$245,000	2	1	0	1	0	0	No	0	91	19	CAPITOL HILL	Fec	

The selected records display.

**Step 3:** Click **Print**.

The screenshot shows a print preview window titled 'System Summary - Agent'. It contains a message: 'This page is designed for Printing only. If you are printing a Custom Display in the Single-line format, it may not print all on one page. The Multi-Line format will keep all the data on one page. When printing a One-Line Summary adjust printer settings to Landscape.' Below the message is a table with the same columns as the first screenshot, showing the selected records. An orange circle with the number '3' is placed over the 'Print' button at the bottom left of the window.

Stat	ML#	Address	List Price	BR	FB	HS	Lvl	Fpl	Gar	Bsmt	Acres	Age	DOMP	Adv	Subdiv	Style
Act	DC7543210	122 18th St SE	\$349,900	2	1	0	3	0	0	Yes	0.027	86	4	OLD CITY #1	Federal	
Act	DC7469133	1127 C St SE #4	\$329,900	2	1	0	1	1	0	No	0	73	130	CAPITOL HILL	Beaux	
Act	DC7474231	420 16th St SE #206	\$329,300	2	1	0	1	0	0	No	0	64	494	CAPITOL HILL	Art Dec	
Act	DC7484353	1617 C St SE	\$310,500	2	1	0	2	1	0	No	0.03	98	104	OLD CITY #1	Federal	
Act	DC7531930	1815 A St SE #101	\$245,000	2	1	0	1	0	0	No	0	91	19	CAPITOL HILL	Federal	

Follow the instructions in the print dialog to continue with printing.

## Keep and Drop

Use Keep to display selected listings on a single page without the unselected listings. You can perform all procedures in this section (Work with Selected Listings) with kept listings.

**Step 1:** From the search results, select the checkbox(es) of the listing(s) to print. The selected records are highlighted in blue.

**Step 2:** Click **Keep**.

The screenshot shows a table of real estate listings. Five listings are selected, indicated by checked checkboxes and blue highlighting. A red rectangle encloses these five rows. Below the table, a button labeled 'Keep' is circled with an orange circle containing the number '2'. The table columns include status, address, price, and various metrics.

Stat	ML#	Address	List Price	BR	FB	HS	Lvl	Ppl	Gar	Bsmt	Acres	Age	DOMP	Adv	Subdiv	Sty
Act	DC7543210	1025 First St SE #409	\$450,900	1	2	0	1	0	1	No	0	2	36	THE VELOCITY	Coi	
Act	DC7544026	1222 Walter St SE	\$550,000	2	1	0	3	1	1	No	0.028	99	3	OLD CITY #1	Coi	
Act	DC7543538	1526 D St SE	\$459,000	2	1	0	2	0	0	No	0.029	98	4	CAPITOL HILL	Fec	
Act	DC7541857	1391 Pennsylvania Ave SE...	\$435,000	2	1	0	1	0	1	No	0	4	5	OLD CITY #1	Tro	
Act	DC7543516	1641 Potomac Ave SE	\$419,000	2	1	0	2	0	0	No	0.02	107	4	CAPITOL HILL	Fec	
Act	DC7513331	1000 New Jersey Ave SE #P...	\$391,400	2	1	0	1	0	0	No	0	5	206	CAPITOL HILL TOWER	Coi	
Act	DC7518433	1413 Potomac Ave SE	\$369,000	2	1	0	3	0	0	Yes	0.02	100	16	OLD CITY #1	Fec	
Act	DC7543210	122 18th St SE	\$349,900	2	1	0	3	0	0	Yes	0.027	86	4	OLD CITY #1	Fec	
Act	DC7469152	1127 C St SE #4	\$329,900	2	1	0	1	1	0	No	0	73	130	CAPITOL HILL	Bel	
Act	DC7174231	420 16th St SE #206	\$329,300	2	1	0	1	0	0	No	0	64	494	CAPITOL HILL	Art	
Act	DC7484352	1617 C St SE	\$310,300	2	1	0	2	1	0	No	0.03	98	104	OLD CITY #1	Fec	
Crkco	DC7414335	1000 New Jersey Ave SE #1...	\$299,900	2	1	0	1	0	0	No	0	5	247	OLD CITY #1	Coi	
Act	DC7531930	1819 A St SE #101	\$245,000	2	1	0	1	0	0	No	0	91	19	CAPITOL HILL	Fec	
Crkco	DC7544026	909 D St SE	\$229,000	2	1	0	2	0	0	No	0.028	103	4	CAPITOL HILL	Fec	
Act	DC7544224	332 E St SE	\$695,000	2	1	1	3	2	0	No	0.028	141	3	CAPITOL HILL	Vic	
Crkco	DC7505940	516 13th St SE	\$488,500	2	1	1	2	1	0	No	0.034	112	109	CAPITOL HILL	Fec	
Crkco	DC7576870	1512 Massachusetts Ave SE	\$379,000	2	1	1	2	0	0	No	0.014	107	95	CAPITOL HILL	Fec	
Act	DC7493156	1126 K St SE	\$349,900	2	1	1	2	0	0	No	0	121	71	CAPITOL HILL	Fec	

The listings display on a page without the other listings from the search. Perform any of the procedures described in this section to further manipulate the listings.

The screenshot shows the MRIS Web Site interface. The top navigation bar includes links for Home, Search, My Matrix, Finance, Router, Tax, Open House, Foreclosure, RETechnology, and Help. The main content area displays 'Narrowed Original Results' for 5 listings. The table columns include Stat, ML#, Address, List Price, BR, FB, HS, Lvl, Ppl, Gar, Bsmt, Acres, Age, DOMP, Adv, Subdiv, and Sty. The bottom of the page includes a search bar and a 'Search selected for' field.

Stat	ML#	Address	List Price	BR	FB	HS	Lvl	Ppl	Gar	Bsmt	Acres	Age	DOMP	Adv	Subdiv	Sty
Act	DC7543210	122 18th St SE	\$349,900	2	1	0	3	0	0	Yes	0.027	86	4	OLD CITY #1	Fec	
Act	DC7469152	1127 C St SE #4	\$329,900	2	1	0	1	1	0	No	0	73	130	CAPITOL HILL	Bel	
Act	DC7174231	420 16th St SE #206	\$329,300	2	1	0	1	0	0	No	0	64	494	CAPITOL HILL	Art	
Act	DC7484352	1617 C St SE	\$310,300	2	1	0	2	1	0	No	0.03	98	104	OLD CITY #1	Fec	
Act	DC7531930	1819 A St SE #101	\$245,000	2	1	0	1	0	0	No	0	91	19	CAPITOL HILL	Fec	

To drop a listing from the kept listings, perform the remainder of this procedure.

**Step 3:** Uncheck all checkboxes except for the listing to drop.

**Step 4:** Click **Drop**.

MRIS Web Site - Matrix

Home Search My Matrix Finance Roster Tax Open House Foreclosure RETechnology Help

Residential - General - Quick - Address - Create Your Own Search - CMA

Welcome Craig Rusk

Narrowed Cap Hill South below 500 - [Back To Cap Hill South below 500](#)

Results 1-5 of 5 - Checked 1 - [Check all 5](#)

Display System Summary - Agent at 100 per page.

Previous Next [1] [View Cart \(1\)](#) [Add to Empty](#)

	Stat	HL#	Address	List Price	BR	FB	HB	Lvl	Fpl	Gar	Bemt	Acres	Age	DOMF	Adv	Subdiv	Sty
<input type="checkbox"/>	Act	DC7174231	420 16th St SE #206	\$329,300	2	1	0	1	0	0	No	0	64	495	CAPITOL HILL	Art	
<input type="checkbox"/>	Act	DC7469153	1127 C St SE #4	\$329,900	2	1	0	1	1	0	No	0	73	131	CAPITOL HILL	Be	
<input type="checkbox"/>	Act	DC7469473	1617 C St SE	\$310,300	2	1	0	2	1	0	No	0.03	98	105	OLD CITY #1	Fec	
<input checked="" type="checkbox"/>	Act	DC7531930	1815 A St SE #101	\$245,000	2	1	0	1	0	0	No	0	91	20	CAPITOL HILL	Fec	
<input type="checkbox"/>	Act	DC7543710	122 18th St SE	\$349,900	2	1	0	3	0	0	Yes	0.027	86	5	OLD CITY #1	Fec	

Previous Next [1] [Top](#) [Bottom](#) [View Cart \(5\)](#) [Add to Empty](#)

[Email](#) [Report](#) [CMA](#) [Map](#) [Data](#) [Save As](#) [Keep](#) [Drop](#) [Sort](#) [Print Display](#) [Export](#)

This search was narrowed to a specific set of listings.  
Found 5 results in 0.03 seconds.

Search selected for

The listing is dropped from the kept listings.

MRIS Web Site - Matrix

Home Search My Matrix Finance Roster Tax Open House Foreclosure RETechnology Help

Residential - General - Quick - Address - Create Your Own Search - CMA

Welcome Craig Rusk

Narrowed Cap Hill South below 500 - [Back To Cap Hill South below 500](#)

Results 1-4 of 4 - Checked 4 - [Un-check all 4](#)

Display System Summary - Agent at 100 per page.

Previous Next [1] [View Cart \(1\)](#) [Add to Empty](#)

	Stat	HL#	Address	List Price	BR	FB	HB	Lvl	Fpl	Gar	Bemt	Acres	Age	DOMF	Adv	Subdiv	Sty
<input checked="" type="checkbox"/>	Act	DC7174231	420 16th St SE #206	\$329,300	2	1	0	1	0	0	No	0	64	495	CAPITOL HILL	Art	
<input checked="" type="checkbox"/>	Act	DC7469153	1127 C St SE #4	\$329,900	2	1	0	1	1	0	No	0	73	131	CAPITOL HILL	Be	
<input checked="" type="checkbox"/>	Act	DC7469473	1617 C St SE	\$310,300	2	1	0	2	1	0	No	0.03	98	105	OLD CITY #1	Fec	
<input checked="" type="checkbox"/>	Act	DC7543710	122 18th St SE	\$349,900	2	1	0	3	0	0	Yes	0.027	86	5	OLD CITY #1	Fec	

Previous Next [1] [Top](#) [Bottom](#) [View Cart \(5\)](#) [Add to Empty](#)

[Email](#) [Report](#) [CMA](#) [Map](#) [Data](#) [Save As](#) [Keep](#) [Drop](#) [Un-Drop](#) [Sort](#) [Print Display](#) [Export](#)

This search was narrowed to a specific set of listings.  
1 listing has been discarded.  
Found 4 results in 0.06 seconds.

Search selected for



## 2.3.7 Search Selected

The **Search selected for** dropdown menu contains 11 choices to display tax, open house, historical and photographic information about selected listings. You must scroll down to the bottom of the page to view the dropdown menu.

**Step 1:** From the search results, select the checkbox(es) of the listing(s) to explore. The selected records are highlighted in blue.

**Step 2:** Scroll to the bottom of the page.

**Step 3:** Click the **Search selected for** dropdown arrow and select an item from the menu.

The screenshot displays a table of real estate listings. The table columns include: Stat, ML#, Address, List Price, BR, FB, HS, Lvl, Fpl, Gar, Bant, Acres, Age, DOMP, Adv, Subdiv, and Sty. The listing at 1391 Pennsylvania Ave SE... is selected, indicated by a blue background and a red circle with the number '1'. At the bottom right, a dropdown menu is open, showing options for 'Search selected for'. A red circle with the number '3' highlights this menu. The menu options include: Open House - Broker - Today+, Open House - Broker - Today only, Open House - Public - Today+, Open House - Today +, Open House - all, History - All Upd Types, History - New, Price, Status, History - Media, Neighbor Photos, and Property History.

The information about the selected listing(s) display.

# Module 3 – My Matrix

My Matrix is a central location to manage all the customizable components of Matrix, keep track of all communication created using the application, and monitor saved items. My Matrix contains 9 subsections, with the following information:

<b>Summary</b>	Quick links to other sections within My Matrix
<b>Contacts</b>	Add new contacts; edit contact information; view listings sent (via emails, searches, and CMAs) to contacts; view favorite, possibility and discarded listings for contacts
<b>Auto Emails</b>	View, edit and update Auto Emails sent to contacts
<b>Saved Searches</b>	View, edit and update Saved Searches sent to contacts
<b>Sent Email</b>	View all Direct and Auto Emails sent to contacts
<b>CMAs</b>	View, edit and update CMAs sent to contacts; start a new CMA
<b>Watched Listings</b>	View and delete watched listings
<b>My Listings</b>	Information about listings you entered in the Keystone application
<b>Settings</b>	Add an email signature; add header and footers for emails; view and edit speed bar shortcuts; manage team settings; create and manage custom displays and custom exports

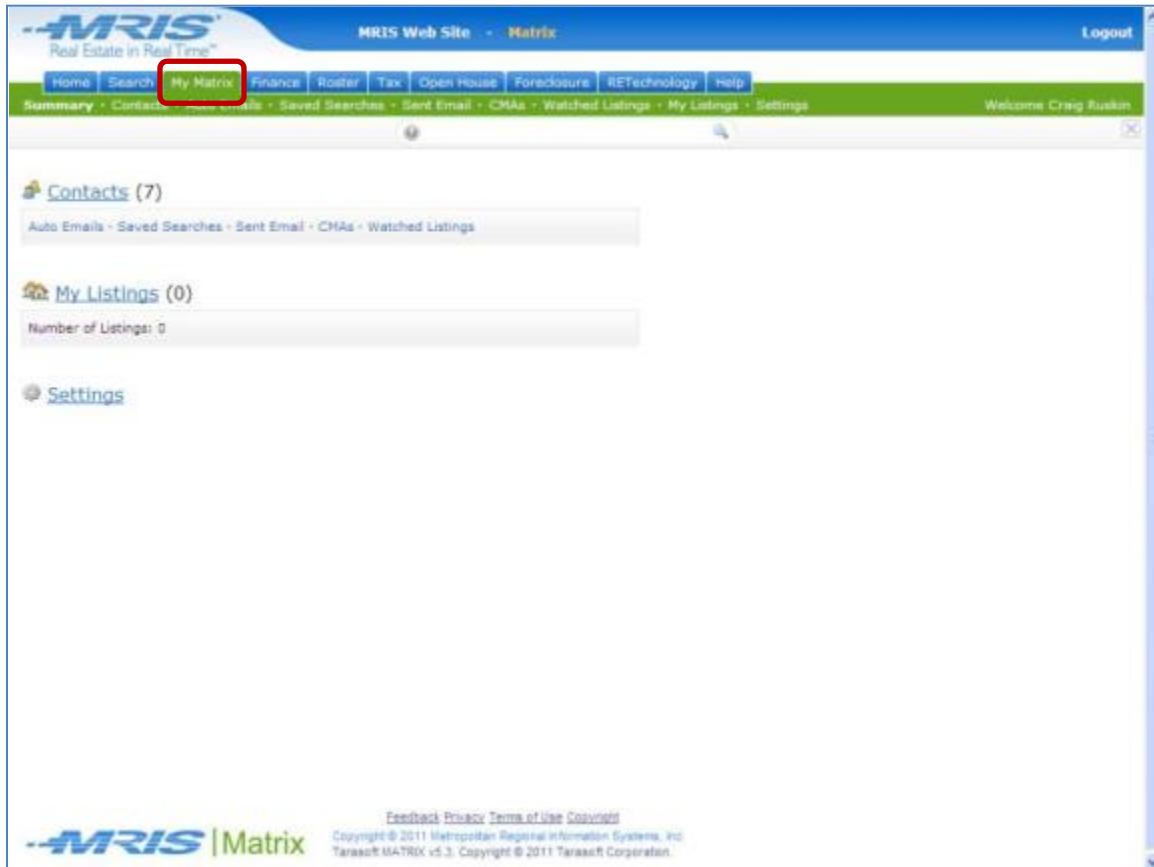
To access these pages, click on the named link in the green area below My Matrix. Each of these pages is detailed in a section within this module.





## 3.1 Summary

To navigate to My Matrix, click the [My Matrix](#) tab. The Summary page displays. The links displayed in the main area of the page take you to the applicable area within My Matrix. For example, the [Auto Emails](#) link located below Contacts in the main portion of the page navigates you to the same page as the [Auto Emails](#) link beneath My Matrix.

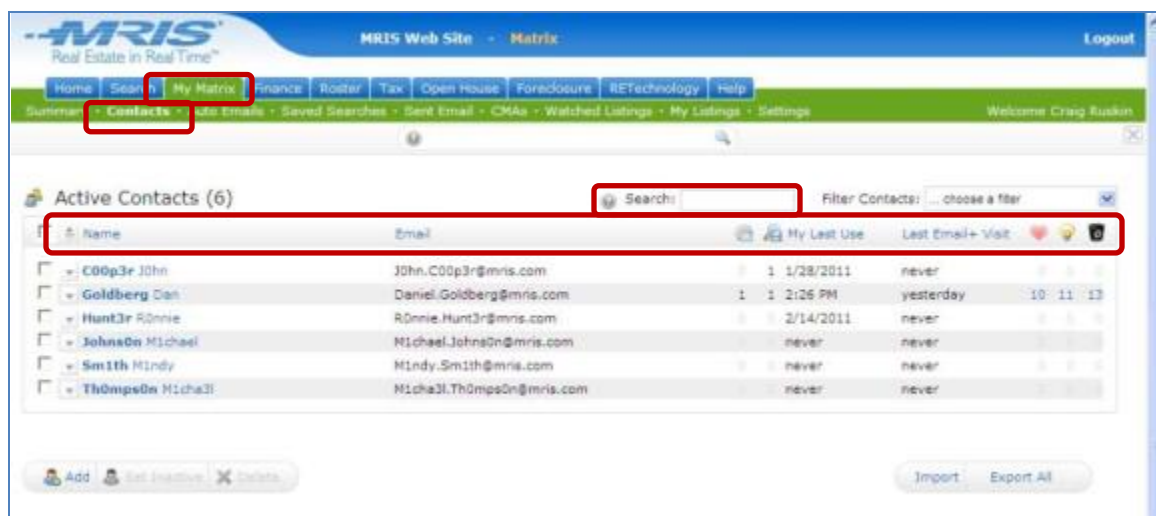


## 3.2 Contacts

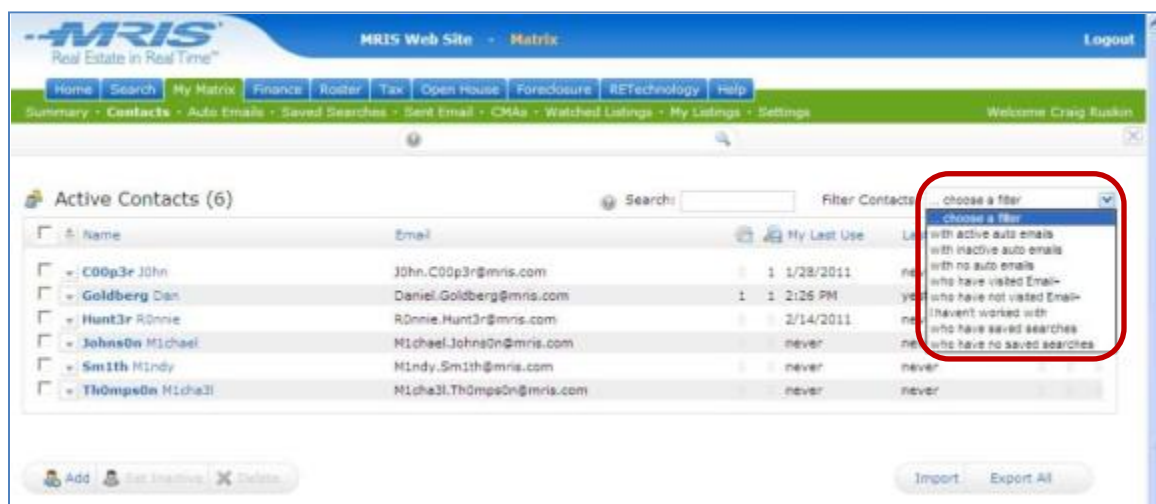
The Contacts page of My Matrix contains a list of all your contacts. Each contact on the page can be expanded to edit contact details, and contains the Saved Searches, Auto Emails, CMAs and Sent Emails associated with the contact. To navigate to the Contacts page, click [My Matrix](#), then [Contacts](#).

### 3.2.1 Search Contacts

To facilitate the search for a contact, click any of the column headers (*Name*, *Email*, *My Last Use*, the *Active Auto Email* and *Saved Search* icons, *Last Email+ Visit*, and the *Favorites*, *Possibilities* and *Discards* icons) to sort the contact list by a column. You can also enter a first or last name in the [Search](#) field to filter the names displayed.

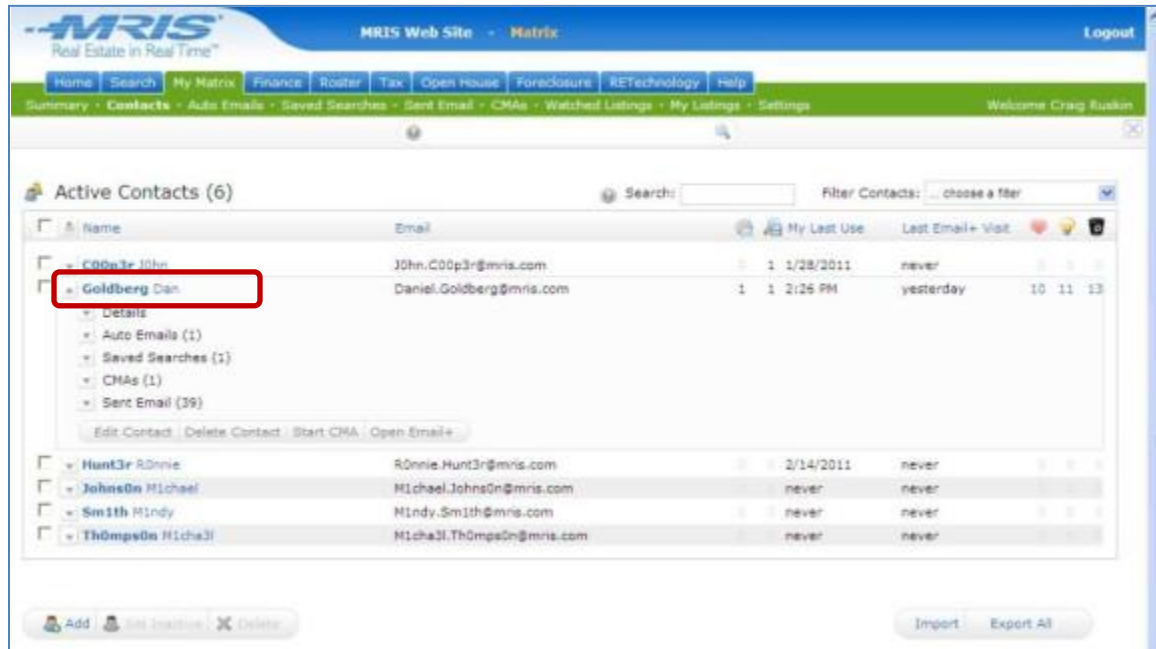


You can also select a filter from the [Filter Contacts](#) dropdown menu to further limit the names displayed.

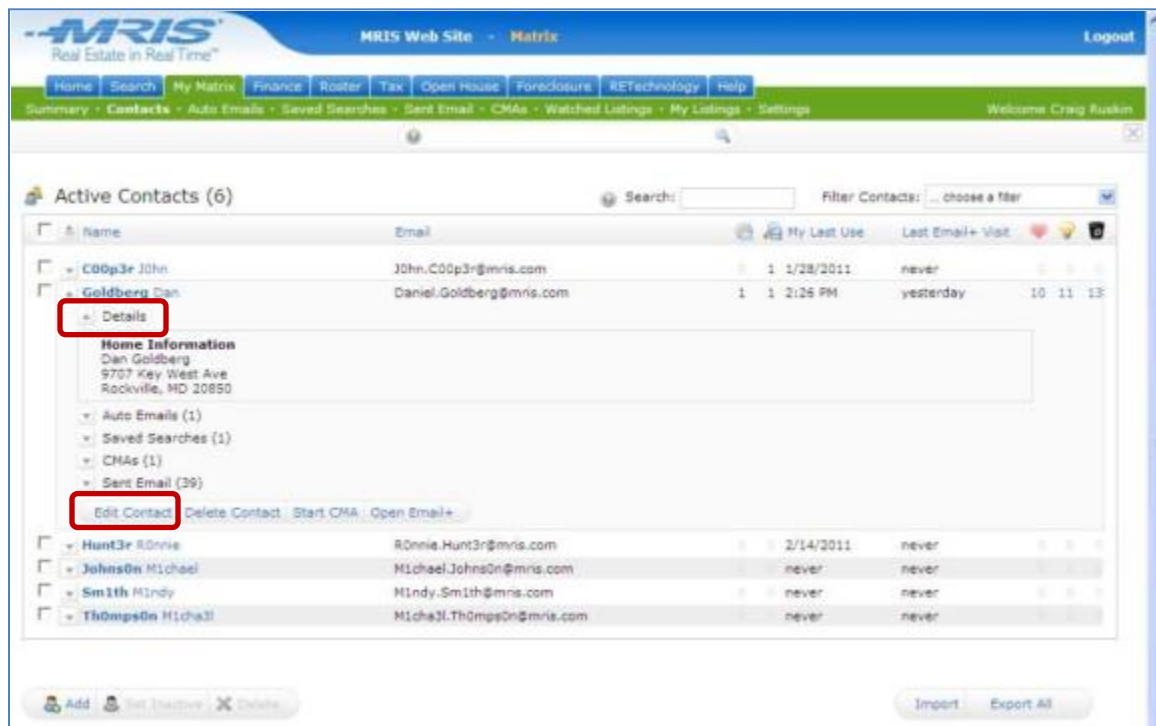


### 3.2.2 Edit Contact Details

Click the name of a contact or the arrow to the left of the name to expand the contact information. As applicable, up to five links display: *Details*, *Auto Emails*, *Saved Searches*, *CMAs*, and *Sent Emails*. When clicked, each of these links displays a submenu.



Click **Details** (or the arrow icon to its left) to display the current information for the contact. To edit contact details, click **Edit Contact**.



The Personal Information dialog displays, where you can enter basic information. When finished, click **Save**. To enter more detailed information, click **Show All Fields**.

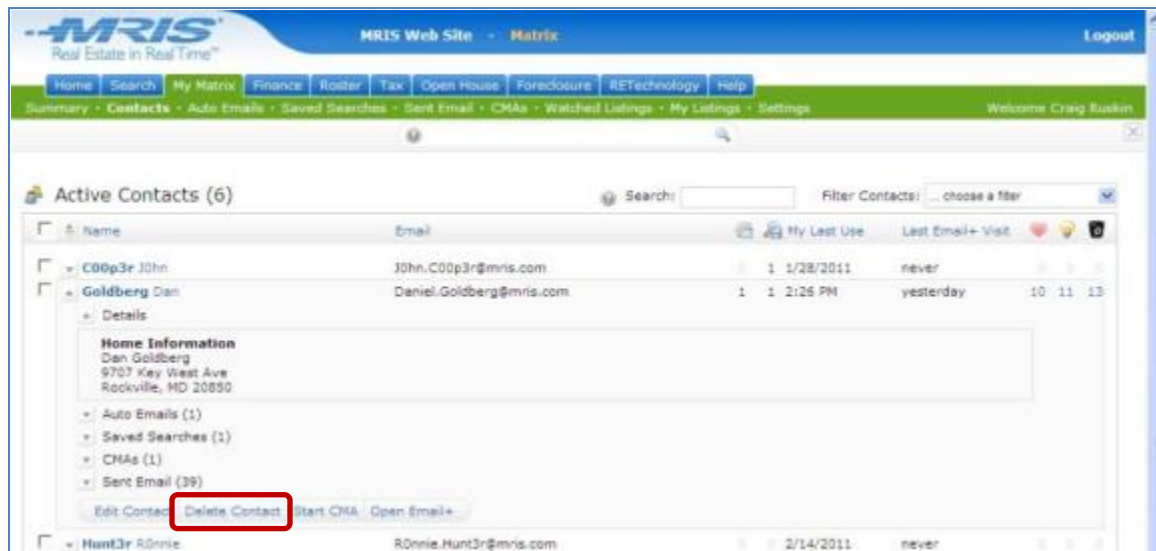
The screenshot shows the MRIS web application interface. A 'Personal Information' dialog box is open, displaying fields for Title, First Name (Dan), Last Name (Goldberg), Email Address (Daniel.Goldberg@mrta.com), Phone, and Cell. At the bottom of the dialog, the 'Show All Fields' button is highlighted with a red rectangle. Other buttons visible are 'Cancel' and 'Save'. The background shows the 'Active Contacts (6)' list on the left and a 'Welcome Craig Eakin' message on the right.

The dialog expands to include Home and Business Information, and Notes. Enter the contact's information, then scroll down and click **Save**.

This screenshot shows the expanded 'Personal Information' dialog box. It includes sections for 'Home Information' (Street Address: 9707 Key West Ave, City: Rockville, State: MD, Zip: 20850, Country, Phone, Cell, Pager) and 'Business Information' (Company Name, Department, Office, Profession, Phone, Fax, Street Address, City, State, Zip, Country). A 'Notes' section is at the bottom. The 'Save' button is now visible at the bottom right of the dialog. The background interface remains the same as the previous screenshot.

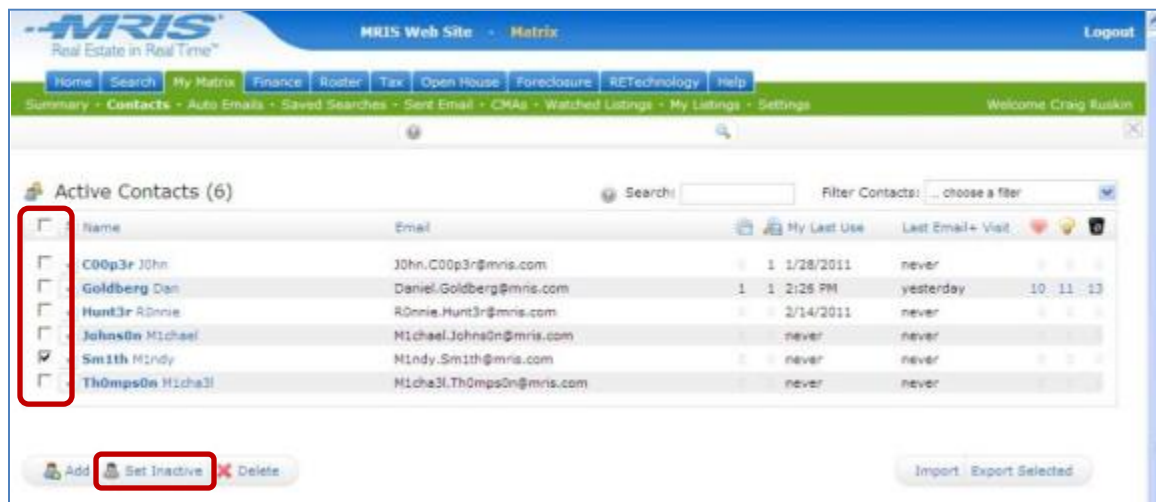
### 3.2.3 Delete, Inactivate or Reactivate Contact

To delete a contact, click **Delete Contact** and then click **OK** on the confirmation dialog that displays. Deleted contacts are removed permanently.



**Note:** You can also delete contacts by selecting applicable checkboxes to the left of the contact to delete and clicking **Delete**, to the right of **Set Inactive**. See below.

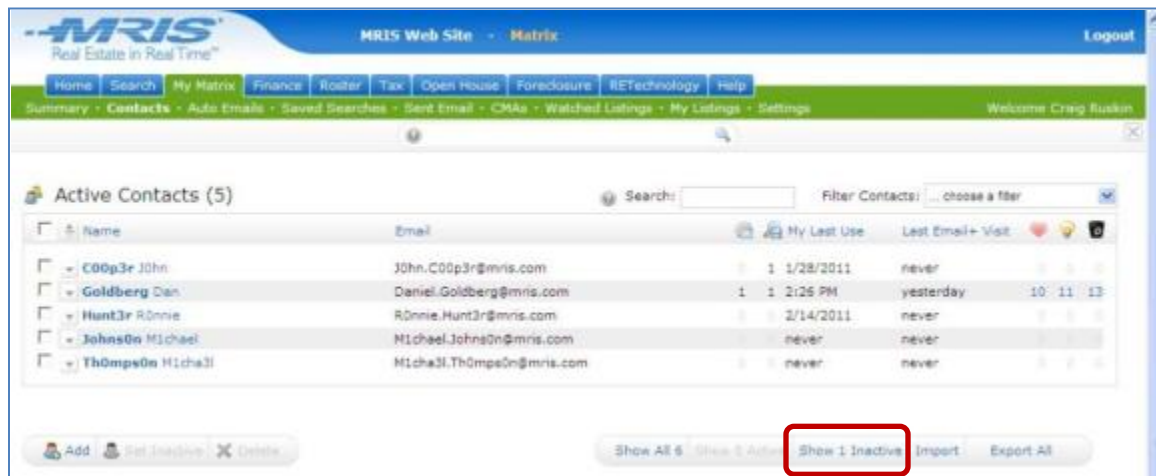
To inactivate a contact without deleting, click the checkbox to the left of the contact's name to select the contact, then click **Set Inactive**.



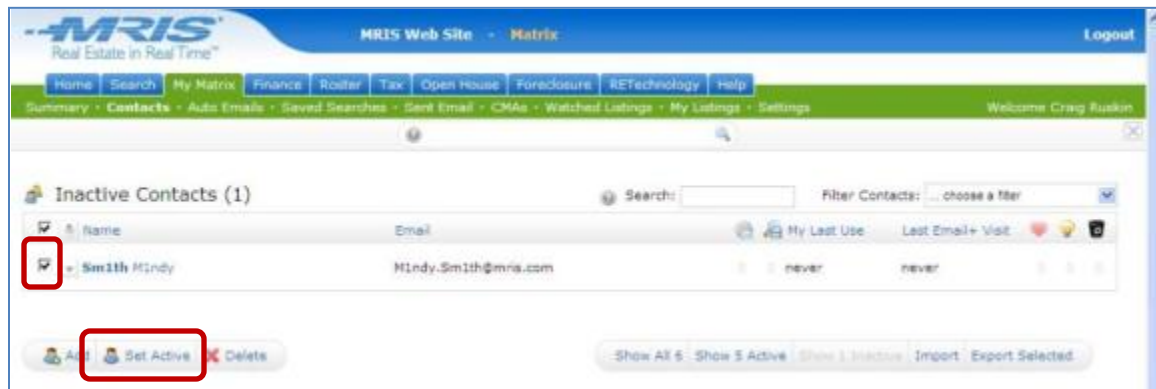
The contact is removed from your Active Contacts.



To reactivate a contact, click [Show Inactive](#).



The Inactive Contacts page displays. Click the checkbox to the left of the contact's name to select the contact and click [Set Active](#).



### 3.2.4 Add New Contact

To add a new contact, click **Add**. The Personal Information dialog displays, where you can enter basic information. When finished, click **Save**. To enter more detailed information, click **Show All Fields**.

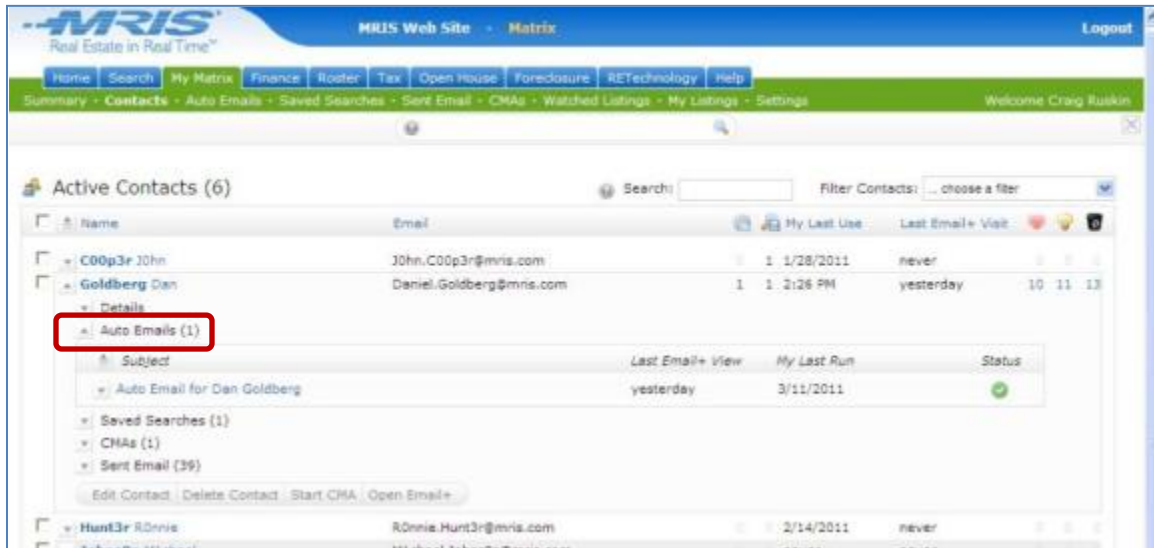
The screenshot shows the MRIS Web Site interface. A 'Personal Information' dialog box is open, allowing users to enter contact details. The dialog includes fields for Title, First Name, Last Name, Email Address, Phone, and Cell. A red box highlights the 'Show All Fields' button. The background shows a list of active contacts and a sidebar with navigation links.

The dialog expands to include Home and Business Information, and Notes. Enter the contact's information, then scroll down and click **Save**.

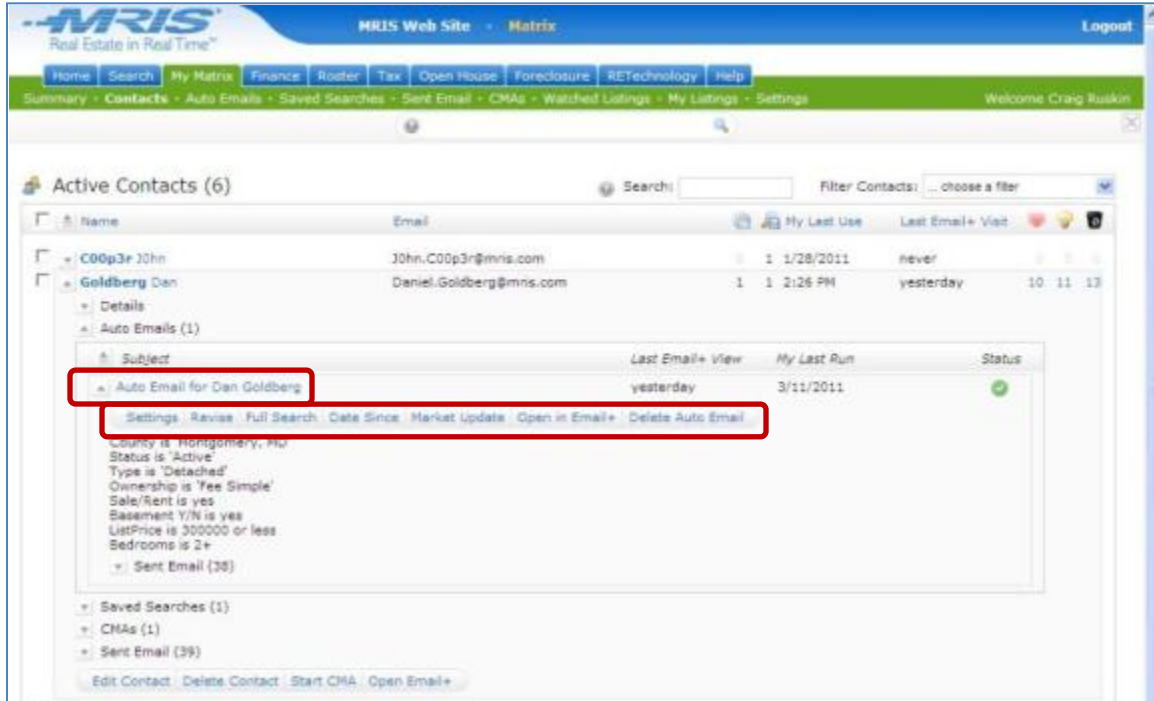
The screenshot shows the MRIS Web Site interface with the 'Personal Information' dialog box expanded. The dialog now includes sections for Home Information (Street Address, City, State, Zip, Country, Phone, Cell, Pager) and Business Information (Company Name, Department, Office, Profession, Phone, Fax, Street Address, City, State, Zip, Country). A red box highlights the 'Add' button in the sidebar.

## 3.2.5 Contact Auto Emails

To view the Auto Emails associated with the contact, click **Auto Emails** or the arrow icon to the left. A list of Auto Emails displays detailing each email's last Email+ view, last run, and its current status.



To view options for a particular Auto Email, click the link for the email, or the arrow icon to the left. Perform actions on the Auto Email by clicking one of the action buttons, explained below.



To change the settings for an Auto Email, click **Settings**. The Settings page for the selected email displays. If applicable, make any modifications to the settings. Follow the procedure in the **New Auto Email** subsection of the **Save Search** section in Module 2 of this manual for instructions about Auto-Email settings. When finished, click **Save**.

The screenshot shows the MRIS Web Site interface. At the top, there's a blue header with the MRIS logo and navigation links. Below that is a green navigation bar with links like Home, Search, My Matrix, Finance, Roster, Tax, Open House, Foreclosure, RETechnology, and Help. A secondary navigation bar contains links for Summary, Contacts, Auto Emails, Saved Searches, Sent Email, CMAs, Watched Listings, My Listings, and Settings. The main content area is titled 'Settings for Auto Email for Dan Goldberg'. It includes a 'Status' field set to 'Running', a 'Contact' dropdown menu showing 'Goldberg, Dan' with a 'Create a New Contact' link, a checkbox for 'BCC me a copy of all emails', a 'Subject' field with 'Auto Email for Dan Goldberg', and a 'Message' text area containing 'Hi Dan - Here's a list of properties in Montgomery County, Craig'. Below the message field is a 'Check Spelling' link. The 'Settings' section has radio buttons for 'Enabled' (selected) and 'Disabled', and a checkbox for 'Enable as a Favorite Search on Home tab (15 maximum)'. A 'Criteria' section lists search filters: County is 'Montgomery, MD', Status is 'Active', Type is 'Detached', Ownership is 'Fee Simple', Sale/Rent is 'yes', and Basement Y/N is 'yes'. At the bottom, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red box.

To revise the search associated with the Auto-Email, click **Revise** (see the beginning of this section for button location). The Search page for the selected email displays. If applicable, make any modifications to the search. Follow the procedures in the **Perform a Search** section in Module 2 of this manual for instructions on running a search.

The screenshot shows the MRIS Web Site search interface. The page has a blue header with the MRIS logo and navigation links. Below the header is a green bar with a search bar and a 'Welcome' message. The main content area is titled 'General Search' and contains several dropdown menus and checkboxes for filtering search results. The 'County' dropdown is set to 'Montgomery, MD'. The 'Status' dropdown is set to 'Active'. The 'Style' dropdown is set to 'Carnage House'. The 'Type' dropdown is set to 'Detached'. The 'Ownership' dropdown is set to 'Fee Simple'. The 'For Sale' checkbox is checked. The 'List Price (\$1,000's)' is set to '300-'. The 'List Date' is set to '12/1/2010'. The 'Close Price (Sold) (\$1,000's)' is set to '100-'. The 'Close Date (Sold)' is set to '12/1/2010'. The 'Off Mkt Date' is set to '12/1/2010'. The 'Year Built' is set to '1980-'. The 'Waterfront' checkbox is checked. The 'Foreclosure' checkbox is checked. The 'Potential Short Sale' checkbox is checked. The 'No Map Selected' message is displayed. The 'Cancel', 'Display', 'System Summary', 'at 100 per page', 'Clear', and 'Save' buttons are visible at the bottom.

Click **Full Search** (see the beginning of this section for button location) to display the searched listings associated with this Auto Email.

Click **Date Since** (see the beginning of this section for button location) to display the listings which are new or changed since the last time the search was run.



Click **Market Update** to display the Market Update Options page **for the** Auto Email. (See the beginning of this section for button location.)

Optionally, select one or more **Update Types** to include specific types of updates you want included in the search (for example, only changes in price, only new listings, etc.).

Select either the **Use Last Run Date** or **Specify Update Date/Range** radio button. **Use Last Run Date** performs a search that includes all data after the last time the search was run. To use **Specify Update Date/Range**, enter a specific date to include updates from that date, or a range of dates to include updates to the search between two dates. Follow the date input instructions displayed on the screen.

Click **Search** to run the updated search.

MRIS Web Site - Matrix

Home Search My Matrix Finance Roster Tax Open House Foreclosure RETechnology help

Welcome Craig Ruskin

### Market Update Options

This advanced market update section allows you to optionally choose an update type and/or update date range in combination with the criteria of the original search.

**Auto Email for Dan Goldberg**  
County is 'Montgomery, MD'  
Status is 'Active'  
Type is 'Detached'  
Ownership is 'Fee Simple'  
Sale/Rent is 'yes'  
Basement Y/N is 'yes'  
ListPrice is '300000 or less'  
Bedrooms is '2+'

**Update Type (Optional):**  
Hold the Ctrl key while you click to select multiple update types. Selecting all update types is equivalent to the Date Since search.

New  
Price  
Status  
Media  
Party  
Comp  
Other

**Use Last Run Date:** 3/11/2011 5:21:24 PM

**Specify Update Date/Range:**  
Example: 7/1/2004+  
7/1/2004-7/31/2004  
0-60

Search Cancel

Click **Open in Email+** to view a read-only version of the Auto Email sent to the contact in a separate window. (See the beginning of this section for the **Open in Email+** button location.) Here, you can view the listings the contact has marked as Favorites, Possibilities and Discarded to better understand the contact's needs.

This report prepared for you by Craig Ruskin

Start Auto Email for Da... Favorites (7) Possibilities (7) Discarded (7) Prepared for Dan Gullberg

You are viewing Email+ in Read Only mode.

Results 1-10 of 150 Filter Results >>

Previous Next [1] 2 3 4 5 6 7 8 9 10 ... Bottom

Received	Stat	ML#	Address	List Price	BR	FB	HB	Lvl	Fpl	Gar	Bsmt	Acres	Age	DOMP	Adv	Subdiv
3/11/2011	Act	MC7477748	4526 Randolph Rd	\$184,900	4	2	0	2	0	0	Yes	0.22	65	85	Veirs Hill Villa	
3/11/2011	Act	MC7540139	15321 Peach Orchard Rd	\$299,000	4	2	1	3	1	2	Yes	0.459	27	10	Peach Orchard	
3/11/2011	Act	MC7540625	19031 Quail Valley Blvd	\$299,900	4	2	1	2	1	2	Yes	0.115	35	1	Quail Valley	
3/10/2011	Act	MC7478973	1502 Gleason St	\$180,999	3	2	0	2	0	0	Yes	0.152	62	6	Chestnut Hills	
3/10/2011	Act	MC7510122	3025 Schubert Dr	\$294,900	3	3	1	3	1	1	Yes	0.167	26	59	Tanglewood	
3/10/2011	Act	MC7547392	9700 Armistead Rd	\$225,000	4	2	0	2	1	0	Yes	0.164	60	3	Oakview	
3/10/2011	Act	MC7548224	2019 Reede Dr	\$285,000	4	2	0	2	1	0	Yes	0.152	57	2	Wheaton Fore	
3/10/2011	Act	MC7544441	205 Elizabeth Ave	\$238,000	2	1	0	2	0	0	Yes	0.23	69	7	Lincoln Park	
3/10/2011	Act	MC7103460	19044 McFarlin Dr	\$269,900	3	3	0	2	1	0	Yes	0.174	28	426	Germantown I	
3/10/2011	Act	MC7230474	60 University Blvd E	\$249,000	5	2	0	3	1	0	Yes	0.19	76	283	Woodmoor	

Previous Next [1] 2 3 4 5 6 7 8 9 10 ... Top

Print Map Mark as Read Add to Favorites Add to Possibilities Discard

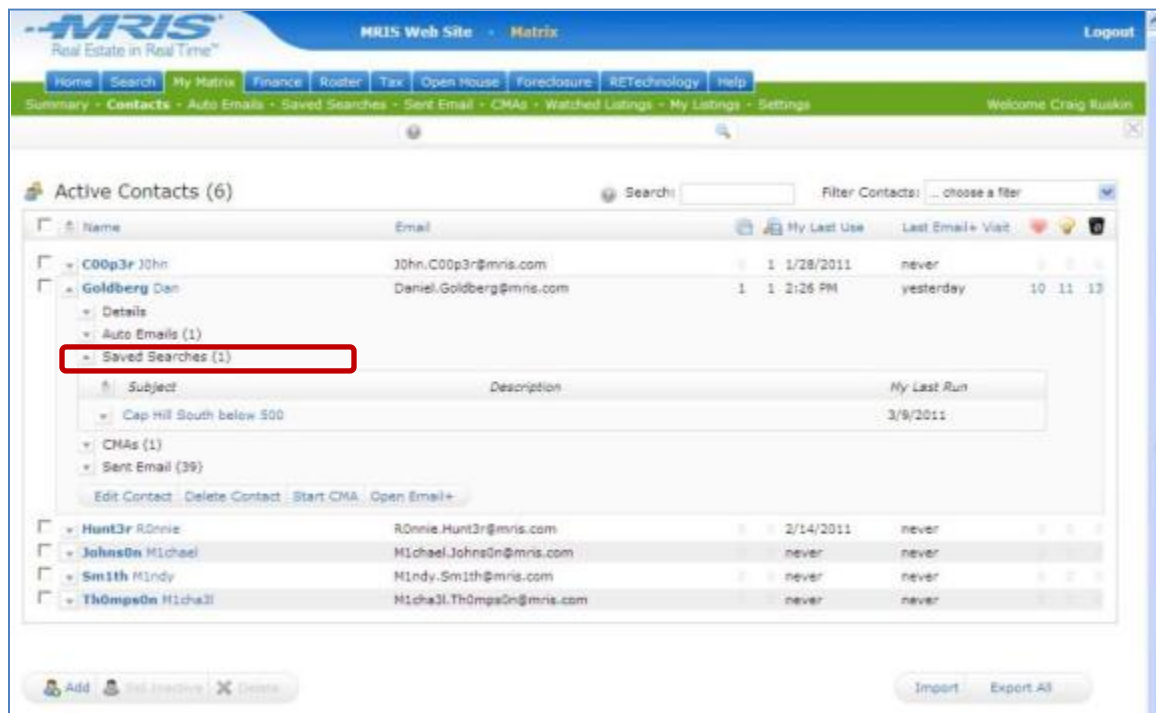
Display: System Summary - Customer at 10 per page.

Criteria: County is 'Montgomery, MD'  
Status is 'Active'  
Type is 'Detached'  
Ownership is 'Fee Simple'  
Sale/Rent is yes  
Basement Y/N is yes

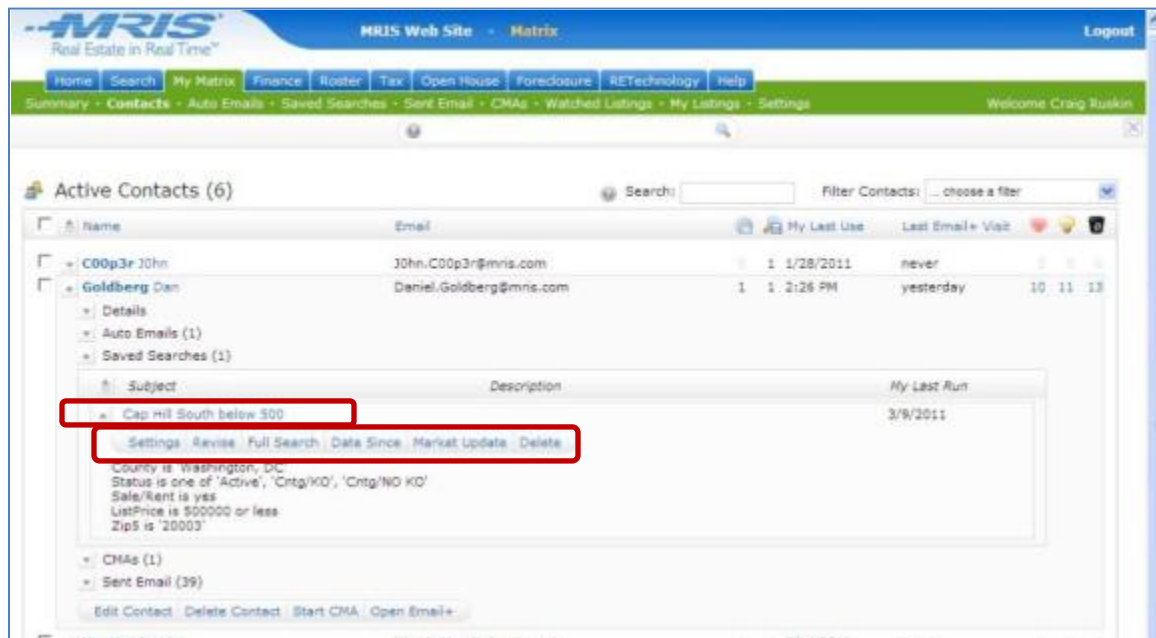
Click **Delete Auto Email** to delete the Auto Email. (See the beginning of this section for button location.) Click **OK** on the confirmation dialog that displays.

### 3.2.6 Contact Saved Searches

To view the Saved Searches associated with the contact, click **Saved Searches** or the arrow icon to the left. A list of saved searches displays detailing the last run and its description.

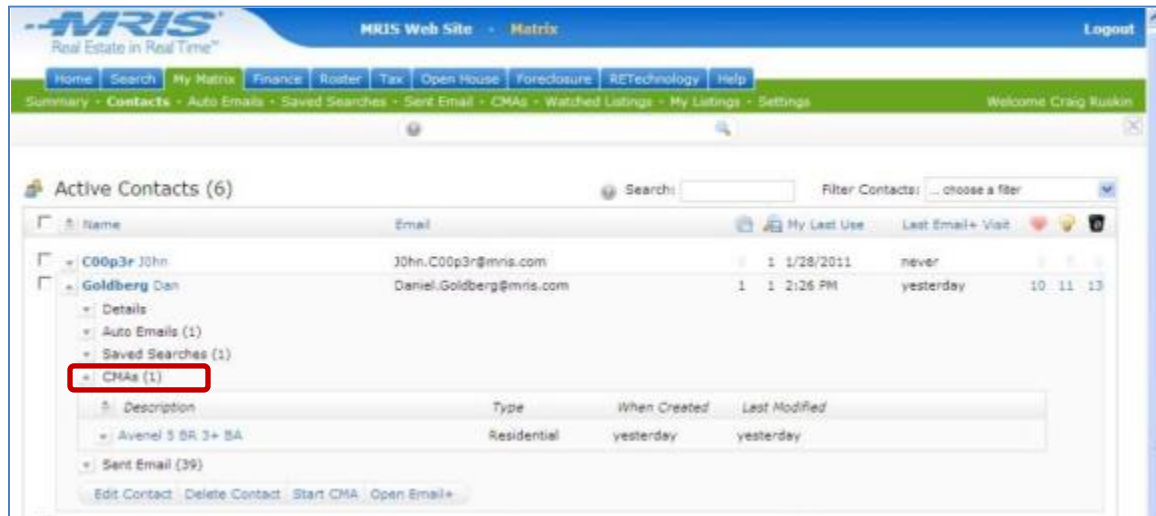


To view options for a particular Saved Search, click the link for the Saved Search, or the arrow icon to the left. Perform actions on the Saved Search by clicking one of the action buttons. The Saved Search action buttons perform similarly to the action buttons detailed in the **Contact Auto Emails** section of this module; See that section for instructions.

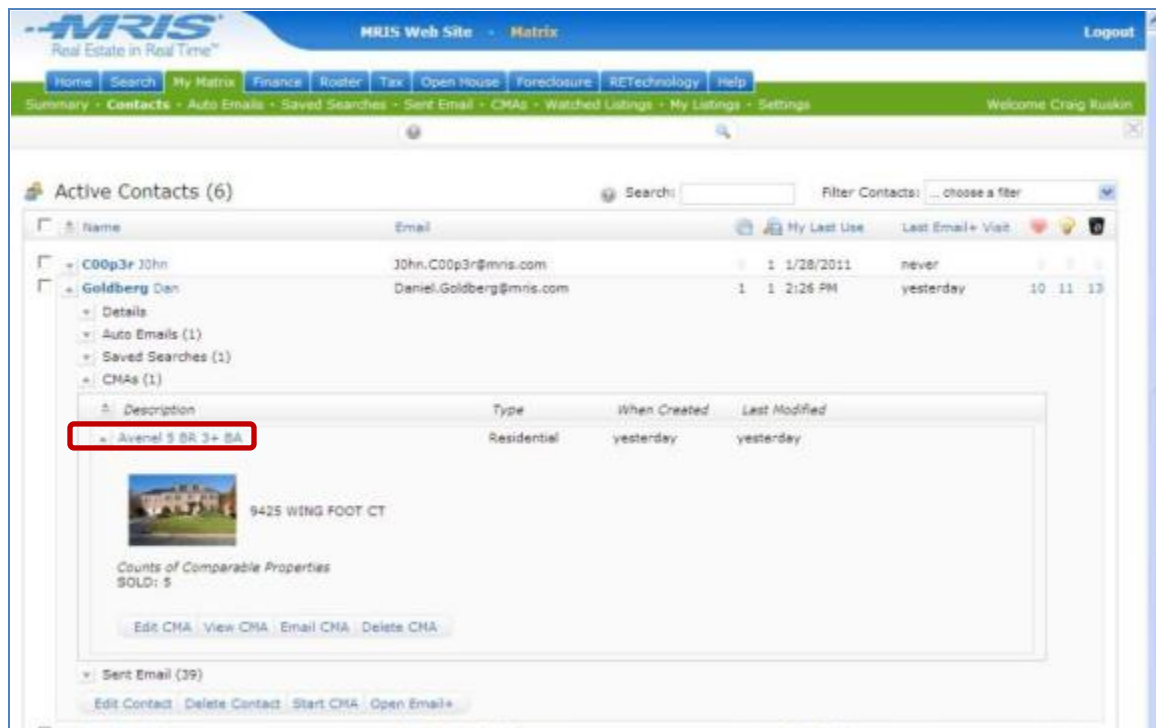


### 3.2.7 Contact CMAs

To view the CMAs associated with the contact, click **CMAs** or the arrow icon to the left. A list of CMAs displays detailing the type, and when it was last created and modified.



To view options for a particular CMA, click the link for the CMA, or the arrow icon to the left. Perform actions on the CMA by clicking one of the action buttons, described below.



To modify the CMA, click **Edit CMA**. The CMA displays at the Cover page in the CMA Wizard. Procedures for editing a CMA can be found in the **CMA** section in Module 2 of this manual.

Click **View CMA** to view the CMA in another browser window.

Click **Email CMA** to display the Finish page of the CMA Wizard. Here, you can enter information into fields on the page to send the email to the contact. Procedures for emailing a CMA can be found in the **CMA Wizard: Finish** subsection of the **CMA** section in Module 2 of this manual, starting at Step 3.

Click **Delete CMA** to delete the CMA. Click **OK** on the confirmation dialog that displays.

### 3.2.8 Contact Sent Email

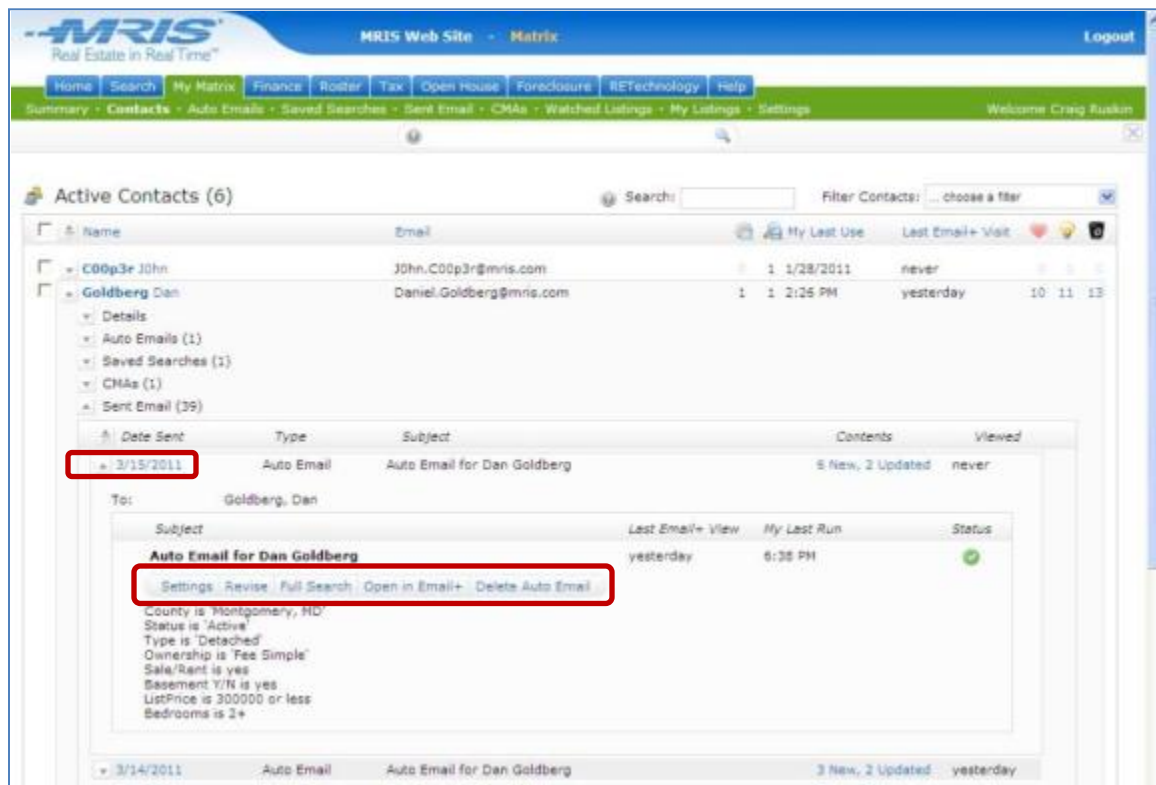
To view all sent email associated with the contact, click **Sent Email** or the arrow icon to the left. A list of emails displays detailing the Date Sent, Type (Auto Email or Direct Email) Subject, its Contents (which can be clicked and to view the contents as a search results page), and when the email was viewed. The ten most recently sent emails display. To view all sent emails for this contact, click **View all Sent Emails**.

The screenshot shows the MRIS Web Site interface. The 'Active Contacts (6)' section is active, and the contact 'Goldberg Dan' is selected. The 'Sent Email (39)' link is highlighted. A table of sent emails is displayed, with the 'Contents' column highlighted. The 'View all 39 Sent Emails' link is also highlighted.

Date Sent	Type	Subject	Contents	Viewed
3/15/2011	Auto Email	Auto Email for Dan Goldberg	5 New, 2 Updated	never
3/14/2011	Auto Email	Auto Email for Dan Goldberg	3 New, 2 Updated	yesterday
3/13/2011	Auto Email	Auto Email for Dan Goldberg	6 New, 2 Updated	yesterday
3/12/2011	Auto Email	Auto Email for Dan Goldberg	3 New, 3 Updated	yesterday
3/10/2011	Auto Email	Auto Email for Dan Goldberg	6 New, 5 Updated	yesterday
3/9/2011	Auto Email	Auto Email for Dan Goldberg	5 New, 4 Updated	yesterday
3/7/2011	Auto Email	Auto Email for Dan Goldberg	1 New, 0 Updated	yesterday
3/6/2011	Auto Email	Auto Email for Dan Goldberg	0 New, 2 Updated	yesterday
3/5/2011	Auto Email	Auto Email for Dan Goldberg	7 New, 3 Updated	yesterday
3/4/2011	Auto Email	Auto Email for Dan Goldberg	10 New, 6 Updated	yesterday



To perform more actions on a sent email, click on the link with the email's Date. For Auto Emails, the action buttons displayed perform similarly to the action buttons detailed in the **Contact Auto Emails** section of this module; See that section for instructions.

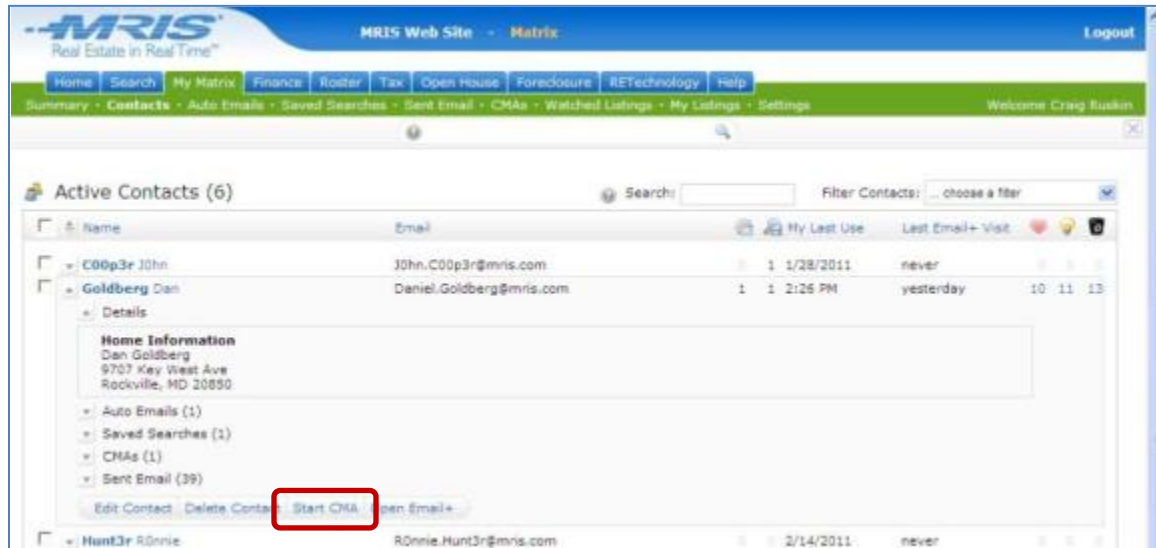


After clicking a date link for a Direct Email, you can view the email in a read-only version of Email+ by clicking **Open in Email+**.



### 3.2.9 Start CMA

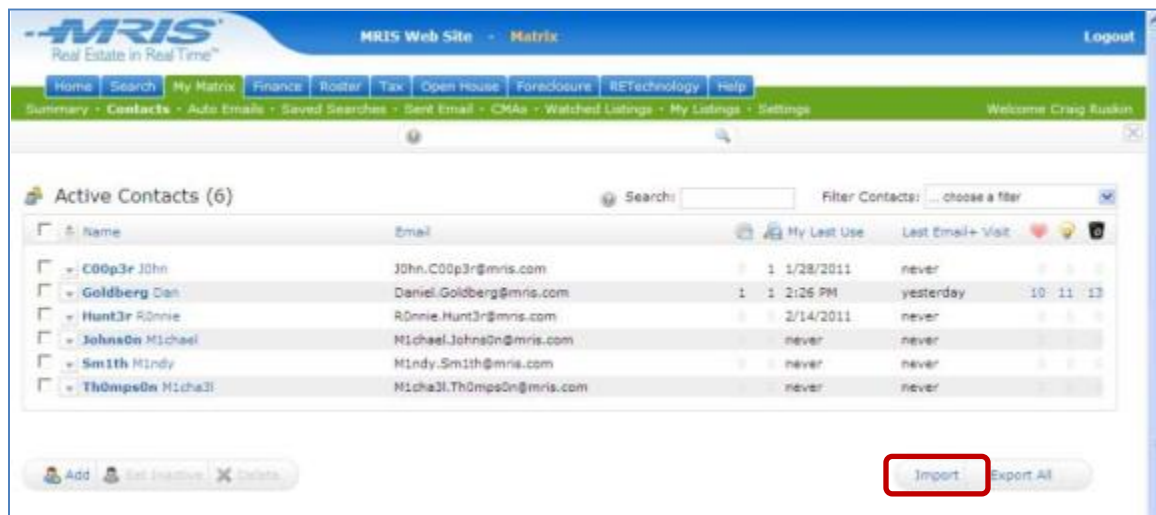
To create a new CMA for a contact, click the name of the contact, and then **Start CMA**. The CMA wizard displays at the Start page. Continue with the procedures to create a CMA found in the **CMA** section of Module 2.



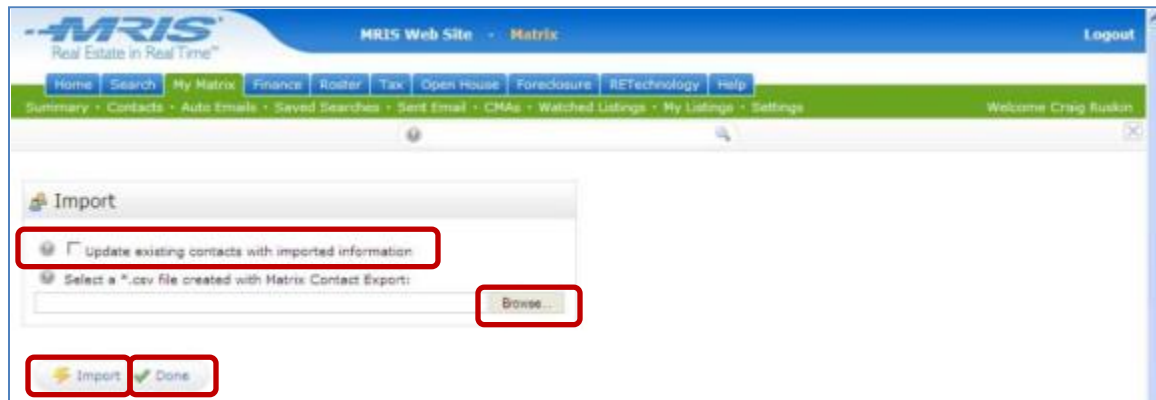
### 3.2.10 Import and Export Contacts

Matrix enables you to import contacts from or export contacts to a .csv file.

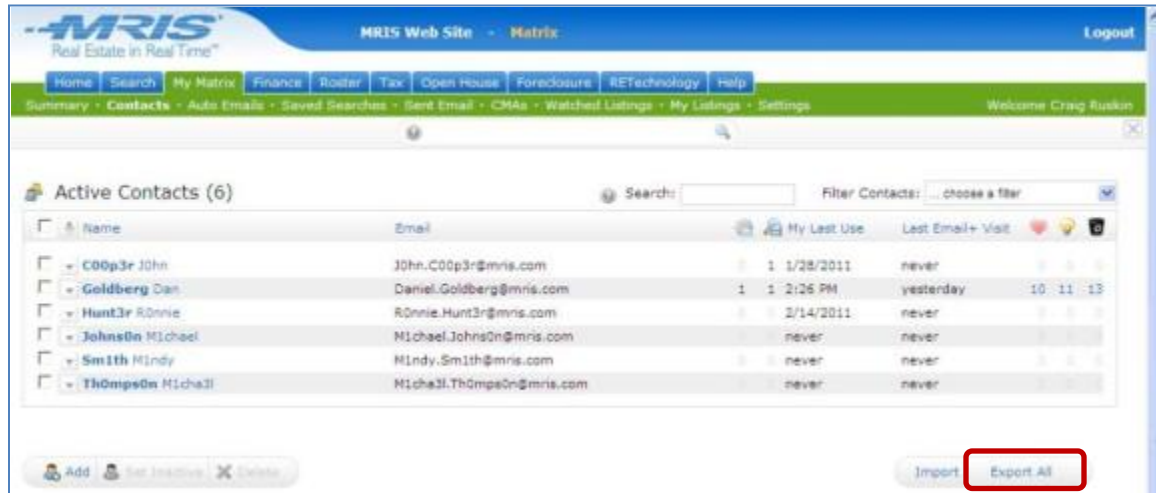
To import contacts, click **Import** from the My Matrix Contacts page.



Click **Browse** to search for a .csv file containing the contacts to import. Optionally, click the checkbox to overwrite information in Matrix with information contained in the .csv file for contacts in common. Click **Import**, follow the prompts, and click **Done** to return to the Contacts page.



To export contacts to a .csv file, click **Export All**.



A File Download dialog displays. Click **Save** to save the .csv file containing your contacts.

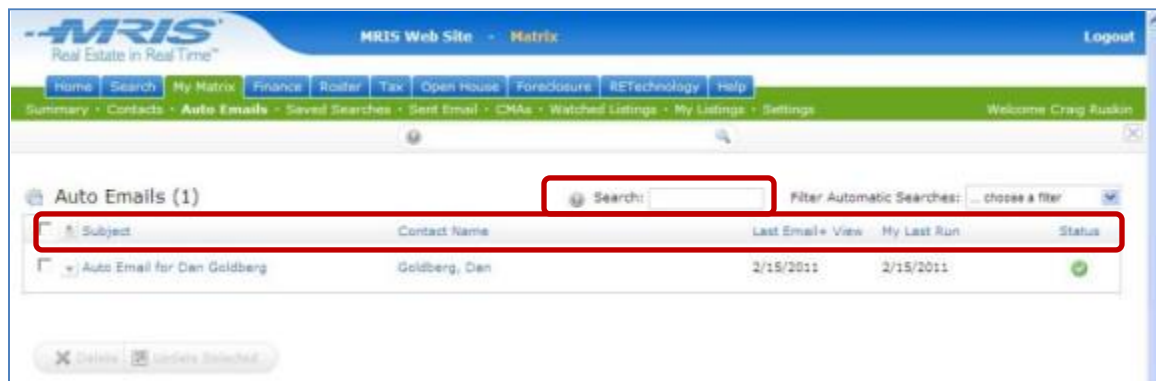


### 3.3 Auto Email

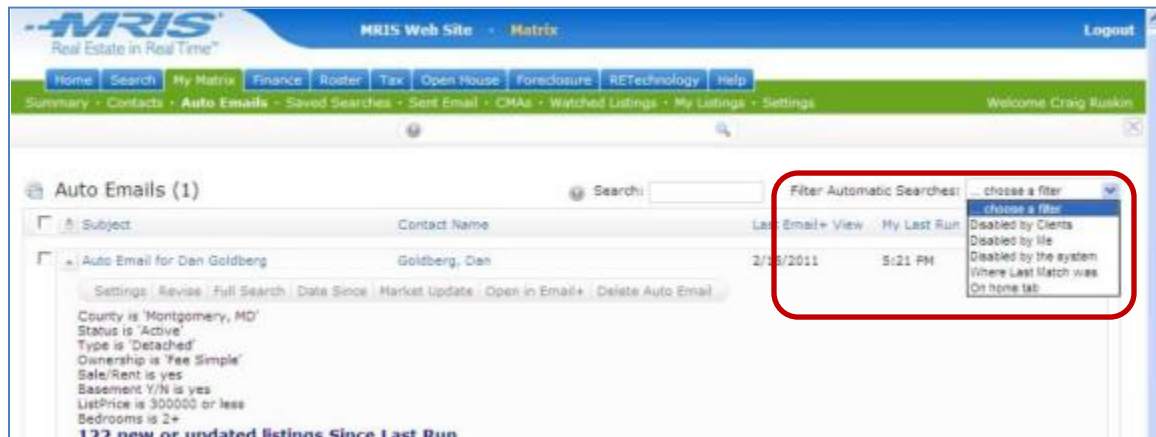
Access all Auto Emails sent to your contacts on the Auto Email page of My Matrix. Auto Email allows you to monitor your contact's behavior and act accordingly. You can see what properties they've viewed, what they marked as Favorites or Possibilities, and keep track of notes in your original email to clients.

To facilitate the search for an Auto Email, click any of the column headers (*Subject*, *Contact Name*, *Last Email+ View*, *My Last Run*, and *Status*) to sort the list by a column. You can also enter search criteria in the [Search](#) field to search by email subject.

The Status of the Auto Email is color-coded: green for Active, yellow for Waiting Activation, and red for Disabled by Agent.



You can also select a filter from the [Filter Automatic Searches](#) dropdown menu to further limit the Auto Emails displayed.



### 3.3.1 Update Auto Email

To update an Auto Email, click the checkbox to the left of the email link, then click **Update Selected**.

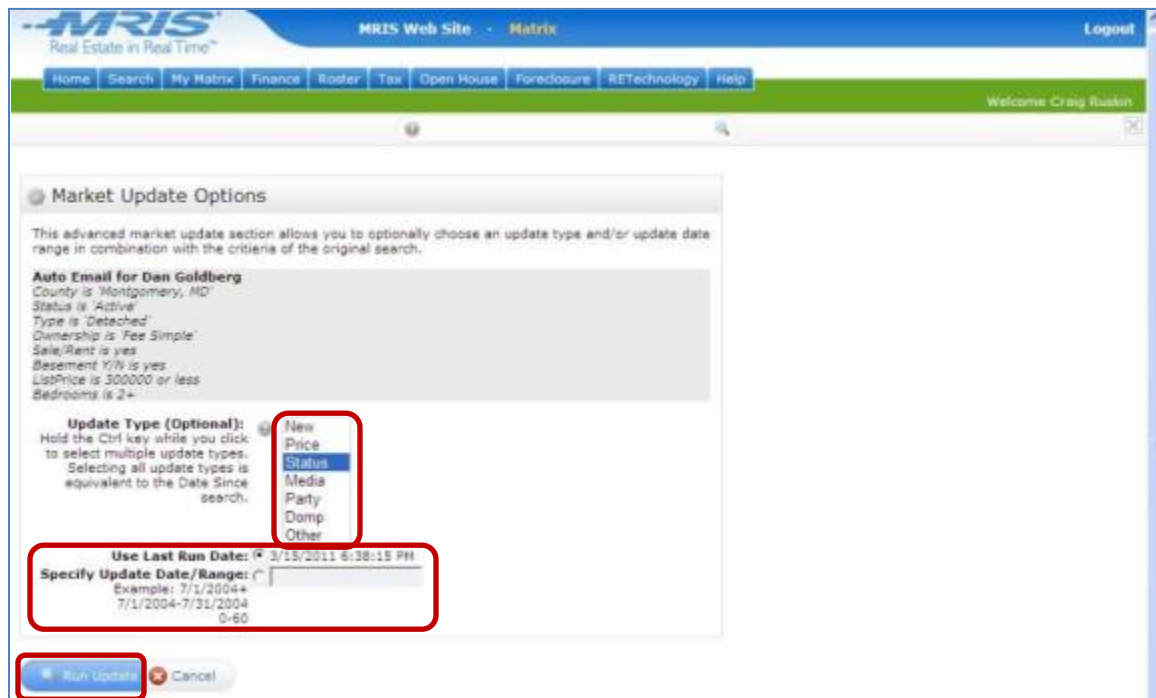


The Market Update Options page displays.

Optionally, select one or more **Update Types** to include specific types of updates you want included in the search (for example, only changes in price, only new listings, etc.).

Select either **Use Last Run Date** or **Specify Update Date/Range** radio button. **Use Last Run Date** performs a search that includes all data after the last time the search was run. To use **Specify Update Date/Range**, enter a specific date to include updates from that date, or a range of dates to include updates to the search between two dates. Follow the date input instructions displayed on the screen.

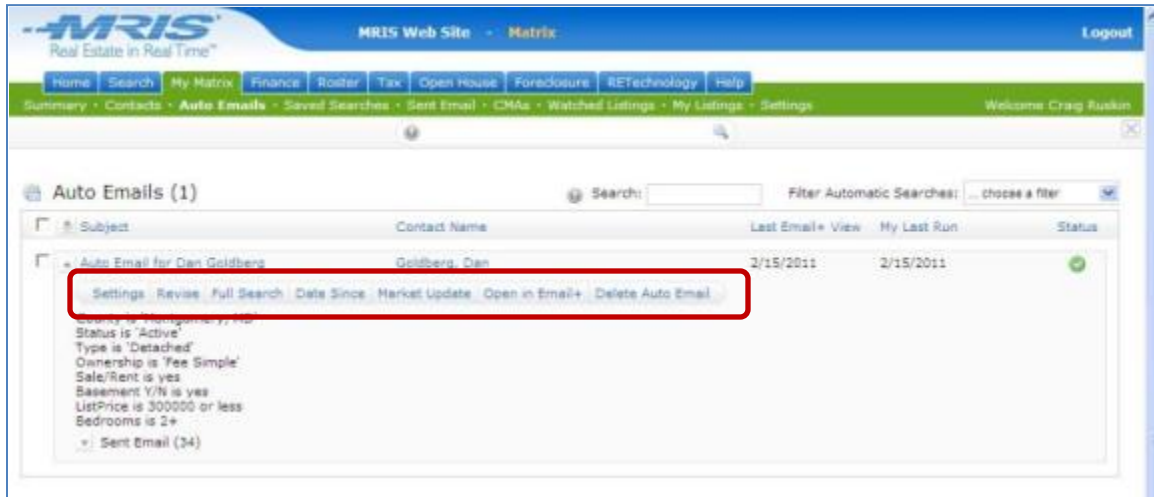
Click **Run Update** to run the updated search.





### 3.3.2 Auto Email Action Buttons

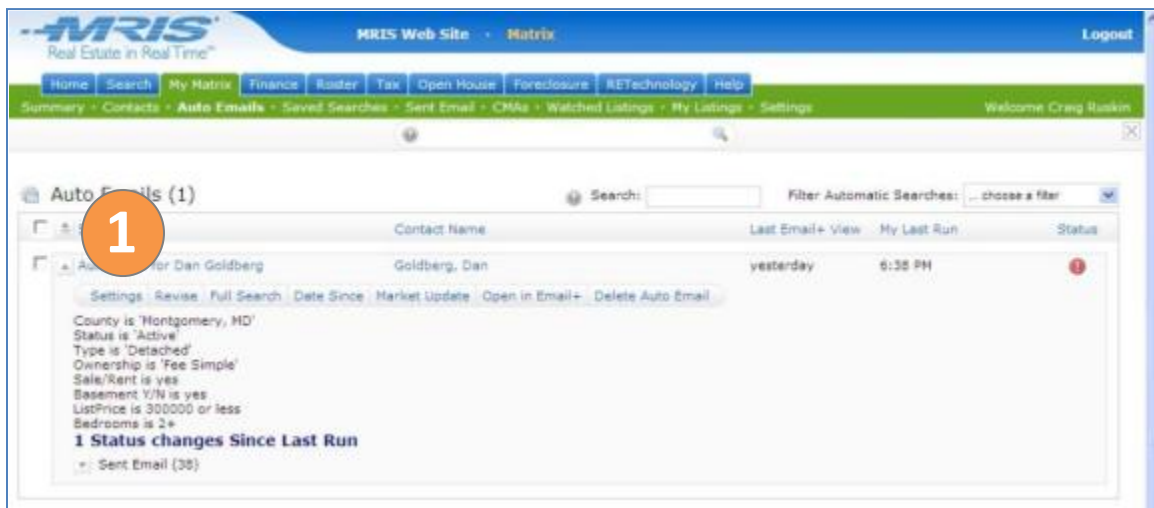
To view options for a particular Auto Email, click the link for the email, or the arrow icon to the left. Perform actions on the Auto Email by clicking one of the action buttons. The action buttons are the same as the ones that display when expanding an Auto Email in Contacts. For instructions on using the Auto Email action buttons, see the **Contact Auto Email** section in this module.



### 3.3.3 Reactivate Auto Email

Auto Emails are automatically deactivated when a contact does not open them for 45 days. To reactivate an deactivated email, perform the following procedure.

**Step 1:** Click **Settings**.



The Settings page for the Auto Email displays.

**Step 2:** Select a contact from the **Contact** dropdown menu, if it is not already selected. Alternatively, click **Create a New Contact** to assign a new contact to the Auto Email.

**Step 3:** Click the **Enabled** radio button.

**Step 4:** Click **Save**.

MRIS Web Site - Matrix

Home Search My Matrix Finance Roster Tax Open House Foreclosure RETechnology Help

Summary Contacts Auto Emails Saved Searches Sent Email CMAs Watched Listings My Listings Settings

Welcome Craig Ruskin

Turn this Auto Email into a Saved Search

Settings for 'Auto Email for Dan Goldberg'

Status: Disabled by Agent

Contact: Goldberg, Dan Create a New Contact

☐ BCC me a copy of all emails

Subject: Auto Email for Dan Goldberg

Message: Hi Dan -  
Here's a list of properties in Montgomery County,  
Craig

Check Spelling English

Settings

☒ Enabled  
☐ Disabled

☒ Enable as a Favorite Search on Home tab (15 maximum)

Criteria: County is 'Montgomery, MD'  
Status is 'Active'  
Type is 'Detached'  
Ownership is 'Fee Simple'  
Sale/Rent is yes

Cancel Save

The Auto Emails page displays and displays the status of the reactivated email as Waiting Activation. The Auto Email becomes Active the next time it is scheduled to run.

MRIS Web Site - Matrix

Home Search My Matrix Finance Roster Tax Open House Foreclosure RETechnology Help

Summary Contacts Auto Emails Saved Searches Sent Email CMAs Watched Listings My Listings Settings

Welcome Craig Ruskin

Updated auto email 'Auto Email for Dan Goldberg'.

Auto Emails (1)

Search: Filter Automatic Searches: choose a filter

Subject	Contact Name	Last Email+ View	My Last Run	Status
Auto Email for Dan Goldberg	Goldberg, Dan	yesterday	6:38 PM	Waiting Activation

Settings Revise Full Search Date Since Market Update Open in Email+ Delete Auto Email

County is 'Montgomery, MD'  
Status is 'Active'  
Type is 'Detached'  
Ownership is 'Fee Simple'  
Sale/Rent is yes  
Basement Y/N is yes  
ListPrice is 300000 or less  
Bedrooms is 2+

1 Status changes Since Last Run

Sent Email (38)

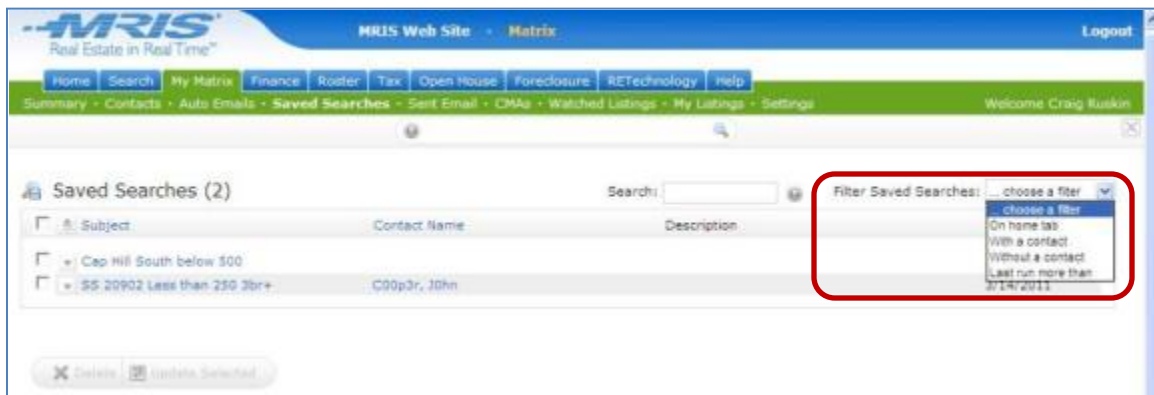
## 3.4 Saved Searches

Access the searches you have saved on the Saved Searches page of My Matrix.

To facilitate the search for a Saved Search, click any of the column headers (*Subject*, *Contact Name*, *Description*, *My Last Run*) to sort the list by a column. You can also enter search criteria in the **Search** field to search by subject.

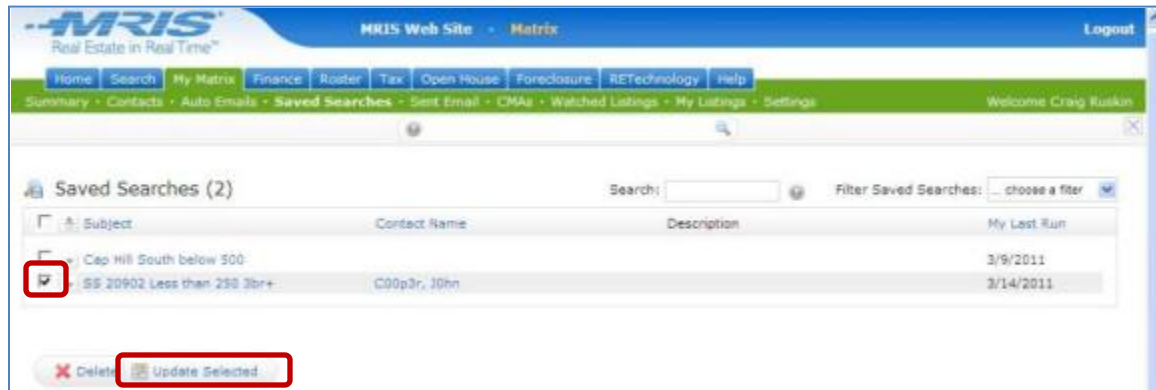


You can also select a filter from the **Filter Saved Searches** dropdown menu to further limit the Saved Searches displayed.



### 3.4.1 Update Saved Searches

To update a Saved Search, click the checkbox to the left of the search link, then click Update Selected.



The Market Update Options page displays.

Optionally, select one or more **Update Types** to include specific types of updates you want included in the search (for example, only changes in price, only new listings, etc.).

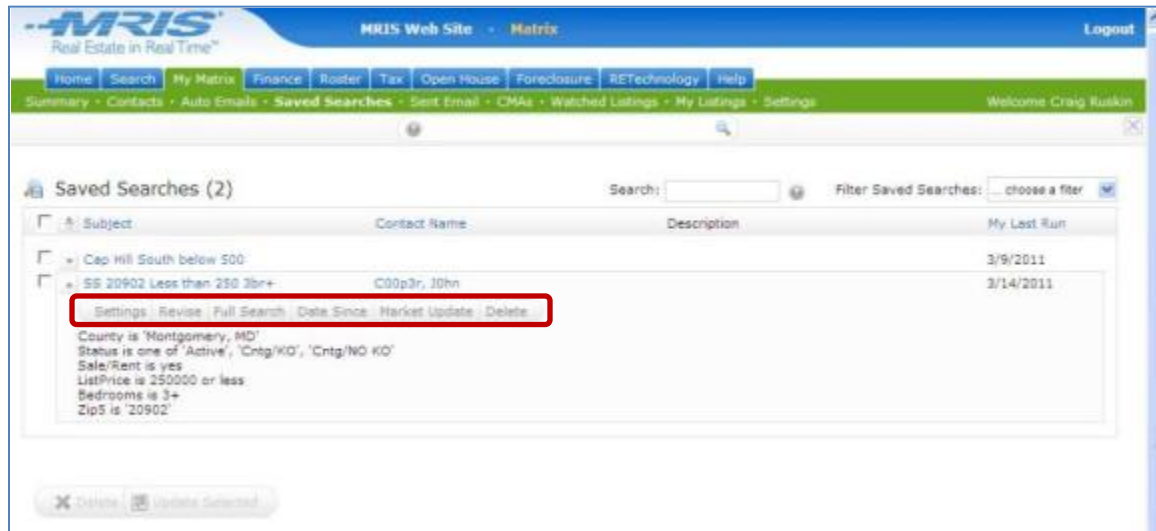
Select either **Use Last Run Date** or **Specify Update Date/Range** radio button. **Use Last Run Date** performs a search that includes all data after the last time the search was run. To use **Specify Update Date/Range**, enter a specific date to include updates from that date, or a range of dates to include updates to the search between two dates. Follow the date input instructions displayed on the screen.

Click **Search** to run the updated search.



### 3.4.2 Saved Searches Action Buttons

To view options for a particular Saved Search, click the link for the search, or the arrow icon to the left. Perform actions on the Saved Search by clicking one of the action buttons. The action buttons are the same as the ones that display when expanding a Saved Search in Contacts, and similar to the ones that display in Auto Email (on either the My Matrix Contacts page or on My Matrix Auto Email page). For instructions on using the Saved Search action buttons, see the **Contact Auto Email** section in this module.



Settings for a Saved Search are less complex than the settings for an Auto Email. As applicable, revise the Search Name in the **Search Name** field, change the contact by selecting another contact from the **Contact** dropdown menu or click **Create a New Contact** and follow the prompts to select a new contact for the search, and then click **Save** to return to the Saved Searches page.





## 3.5 Sent Email

Access the email you have sent to contacts on the Sent Email page of My Matrix.

To facilitate the search for a Sent Email, click any of the clickable column headers (*Date Sent*, *Recipients Type*, *Subject*, *Viewed*) to sort the list by a column. You can also enter search criteria in the **Search** field to search by recipient.

MRIS Web Site - Matrix

Home Search My Matrix Finance Roster Tax Open House Foreclosure RETechnology Help

Summary Contacts Auto Emails Saved Searches **Sent Email** CMAs Watched Listings My Listings Settings

Welcome Craig Buskin

**Sent Email (35)** Search: Show Emails sent choose a filter

Date Sent	Recipients	Type	Subject	Contents	Viewed
3/10/2011	Goldberg, Dan	Auto Email	Auto Email for Dan Goldberg	6 New, 5 Updated	never
3/9/2011	Goldberg, Dan	Auto Email	Auto Email for Dan Goldberg	5 New, 4 Updated	never
3/7/2011	Goldberg, Dan	Auto Email	Auto Email for Dan Goldberg	1 New, 0 Updated	never
3/6/2011	Goldberg, Dan	Auto Email	Auto Email for Dan Goldberg	0 New, 2 Updated	never
3/5/2011	Goldberg, Dan	Auto Email	Auto Email for Dan Goldberg	7 New, 3 Updated	never
3/4/2011	Goldberg, Dan	Auto Email	Auto Email for Dan Goldberg	10 New, 6 Updated	never
3/3/2011	Goldberg, Dan	Auto Email	Auto Email for Dan Goldberg	14 New, 5 Updated	never
3/2/2011	Goldberg, Dan	Auto Email	Auto Email for Dan Goldberg	1 New, 1 Updated	never
3/1/2011	Goldberg, Dan	Auto Email	Auto Email for Dan Goldberg	6 New, 3 Updated	never

You can also select a filter from the **Show Emails sent** dropdown menu to further limit the emails that are displayed. Click a link under **Contents** to display the listings in a search results page.

MRIS Web Site - Matrix

Home Search My Matrix Finance Roster Tax Open House Foreclosure RETechnology Help

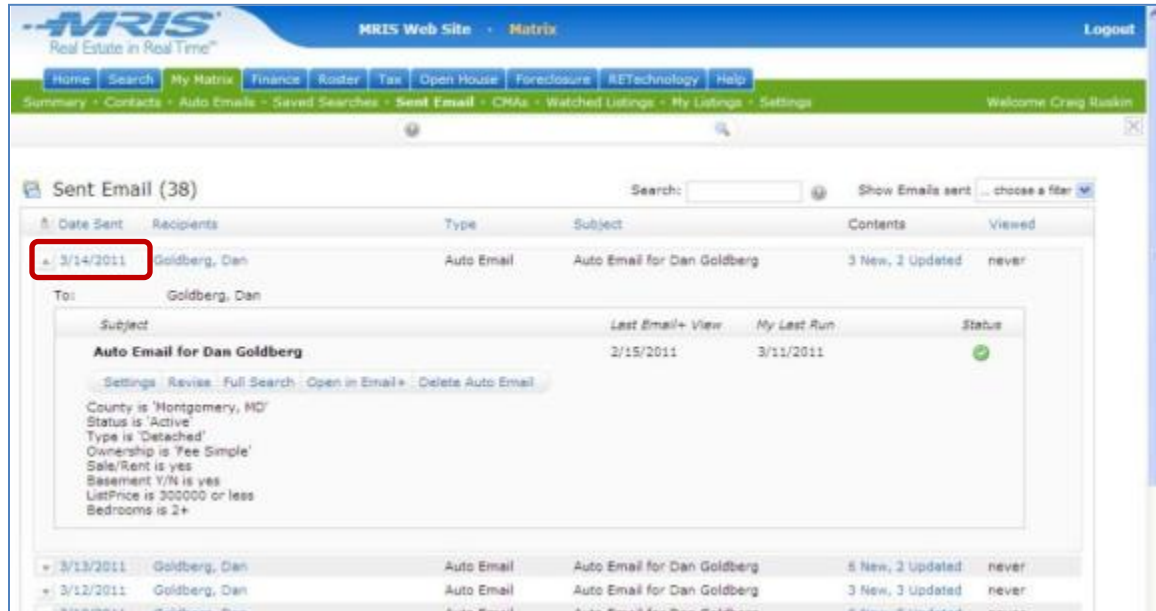
Summary Contacts Auto Emails Saved Searches **Sent Email** CMAs Watched Listings My Listings Settings

Welcome Craig Buskin

**Sent Email (40)** Search: Show Emails sent choose a filter

Date Sent	Recipients	Type	Subject	Contents	Viewed
3/15/2011	Goldberg, Dan	Auto Email	Auto Email for Dan Goldberg	Auto-email re-activated	never
3/15/2011	Goldberg, Dan	Auto Email	Auto Email for Dan Goldberg	6 New, 2 Updated	never
3/14/2011	Goldberg, Dan	Auto Email	Auto Email for Dan Goldberg	3 New, 2 Updated	Monday
3/13/2011	Goldberg, Dan	Auto Email	Auto Email for Dan Goldberg	5 New, 2 Updated	Monday
3/12/2011	Goldberg, Dan	Auto Email	Auto Email for Dan Goldberg	3 New, 3 Updated	Monday
3/10/2011	Goldberg, Dan	Auto Email	Auto Email for Dan Goldberg	6 New, 5 Updated	Monday
3/9/2011	Goldberg, Dan	Auto Email	Auto Email for Dan Goldberg	5 New, 4 Updated	Monday
3/7/2011	Goldberg, Dan	Auto Email	Auto Email for Dan Goldberg	1 New, 0 Updated	Monday
3/6/2011	Goldberg, Dan	Auto Email	Auto Email for Dan Goldberg	0 New, 2 Updated	Monday
3/5/2011	Goldberg, Dan	Auto Email	Auto Email for Dan Goldberg	7 New, 3 Updated	Monday

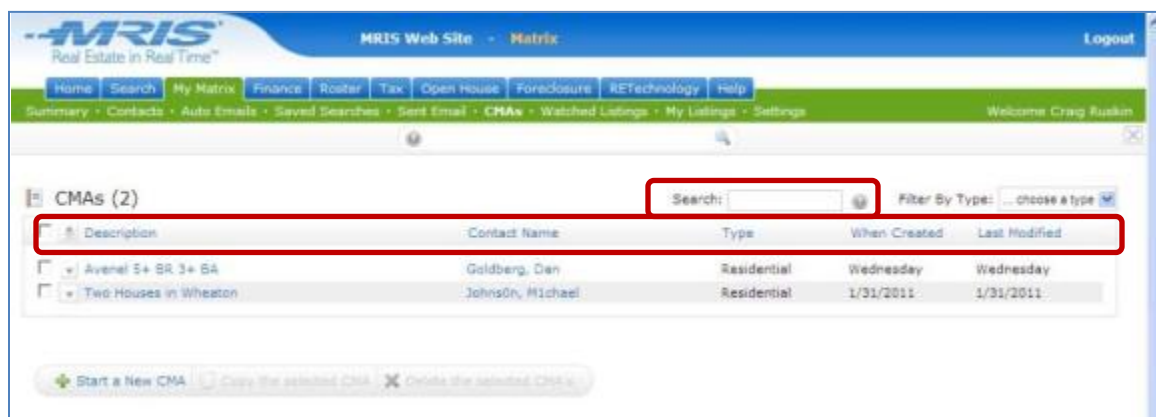
Click the **Date Sent** for a particular sent email to view options for that email. For sent Auto Emails, the action buttons are the same as described in the **Contact Auto Email** section in this module; follow the instructions in that section, as needed. For sent Direct Emails (not shown below), the action buttons are the same as described in the **Contact Sent Email** section in this module; follow the instructions in that section, as needed.



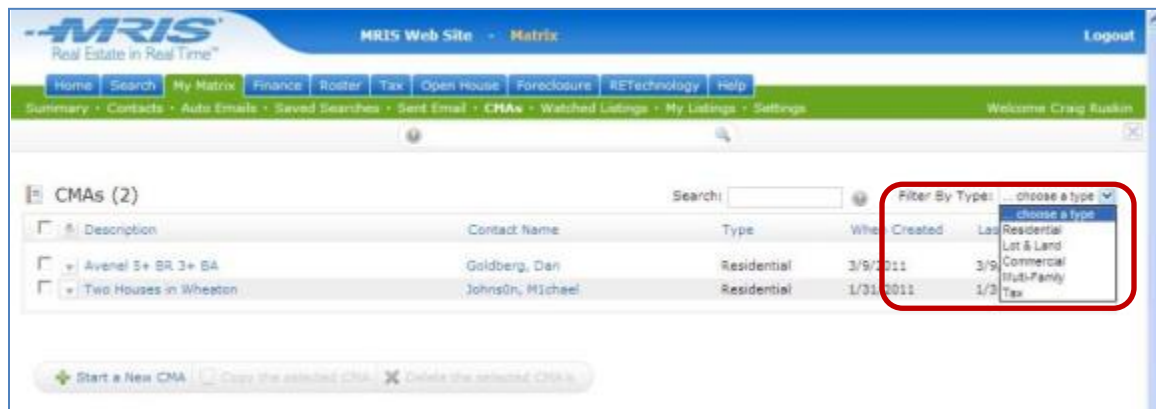
## 3.6 CMAs

Access the CMAs you have saved on the CMAs page of My Matrix. Note that the system automatically deletes CMAs after 30 days.

To facilitate the search for a CMA, click any of the column headers (*Description*, *Contact Name*, *Type*, *When Created*, *Last Modified*) to sort the list by a column. You can also enter search criteria in the **Search** field to search by description or contact name.



You can also select a filter from the **Filter By Type** dropdown menu to further limit the CMAs displayed.



To delete a CMA, click the applicable checkbox to the left of the CMA link, and click **Delete the selected CMA's**. Click **OK** on the confirmation dialog that displays.

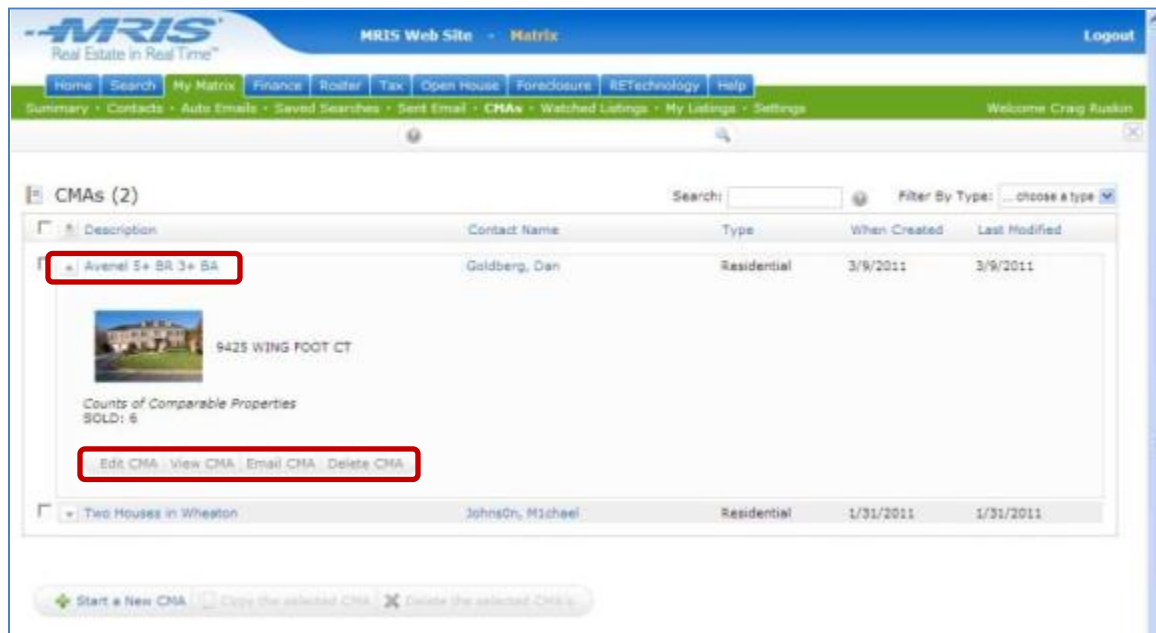
To copy a CMA click the applicable checkbox to the left of the CMA link, and click **Copy the selected CMA**.



The copy of the CMA displays in the list of CMAs with (Copy) in its Description.



To view options for a particular CMA, click the link for the CMA, or the arrow icon to the left. Perform actions on the CMA by clicking one of the action buttons. The action buttons are the same as the ones that display when expanding a CMA in Contacts. To use the action buttons, follow the procedures in the **Contact CMAs** section in this module.



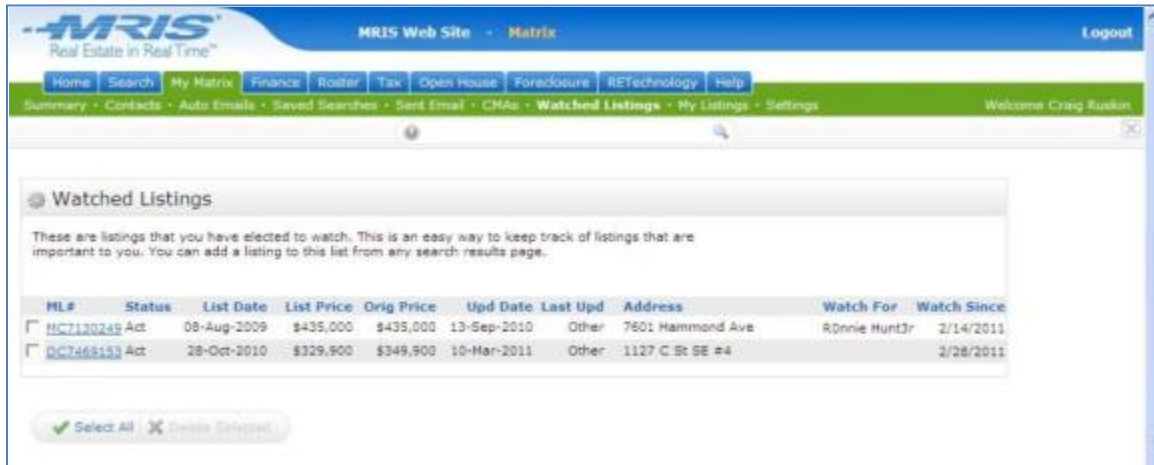
### 3.6.1 Start New CMA

Click **Start a New CMA** to create a new CMA. The CMA Wizard displays at the Start page. See the **CMA** section in Module 2 for procedures to create a CMA.



## 3.7 Watched Listings

Access your watched listings on the Watched Listings page of My Matrix. More information about watched listings is found in the **Watched Listings** subsection of the **Full Listing** section in Module 2 of this manual.



To delete a watched listing, select the checkbox to the left of the ML# and click **Delete Selected**.



To view a listing, click a link for a ML# in the list.

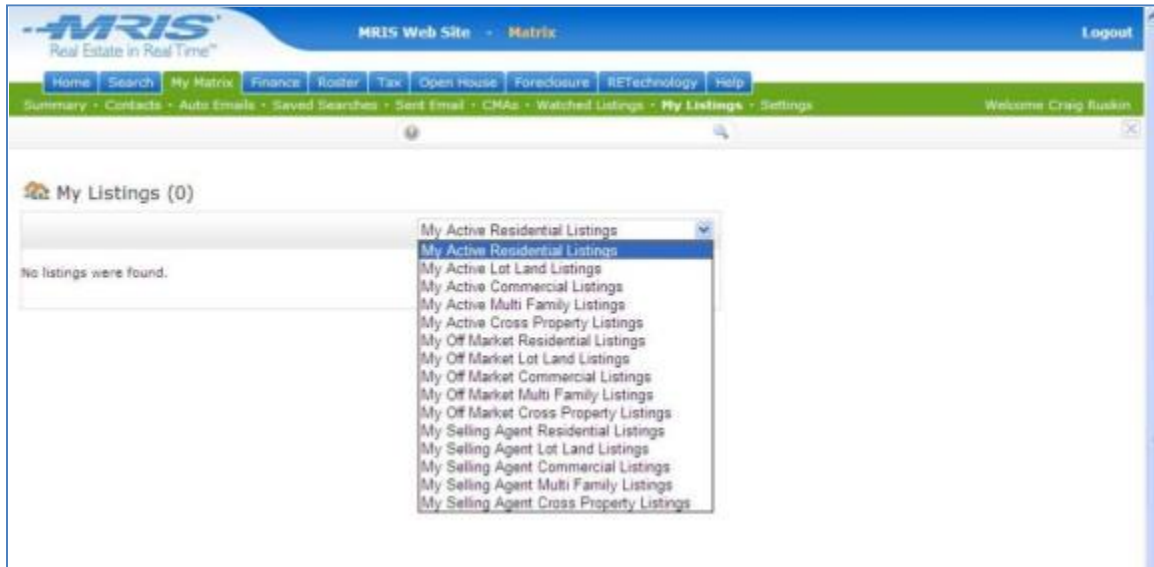


The listing displays in the *Full – Agent* display format. To explore the information contained in this format, see the **Full Listing** section in Module 2 of this manual.

The screenshot shows the MRIS Real Estate website interface. At the top, there's a blue header with the MRIS logo and navigation links like Home, Search, My Matrix, Finance, Roster, Tax, Open House, Foreclosure, RETechnology, and Help. Below this is a green banner with 'Residential - General - Quick - Address - Create Your Own Search - CMA' and a 'Welcome Craig Buskin' message. The main content area displays a property listing for 'Metropolitan Regional Information Systems, Inc.' with address 'DC7469153 - WASHINGTON, 1127 C ST SE #4, WASHINGTON, DC 20003'. It includes a photo of a brick house, a map of the location in Washington, D.C., and various links for 'Full Listing', 'Residential', 'Media Center', 'Additional Information', 'Resource Center', and 'Lingo Translation'. The page also features a 'Watched listing' section and a 'Result 1 of 1' indicator.

## 3.8 My Listings

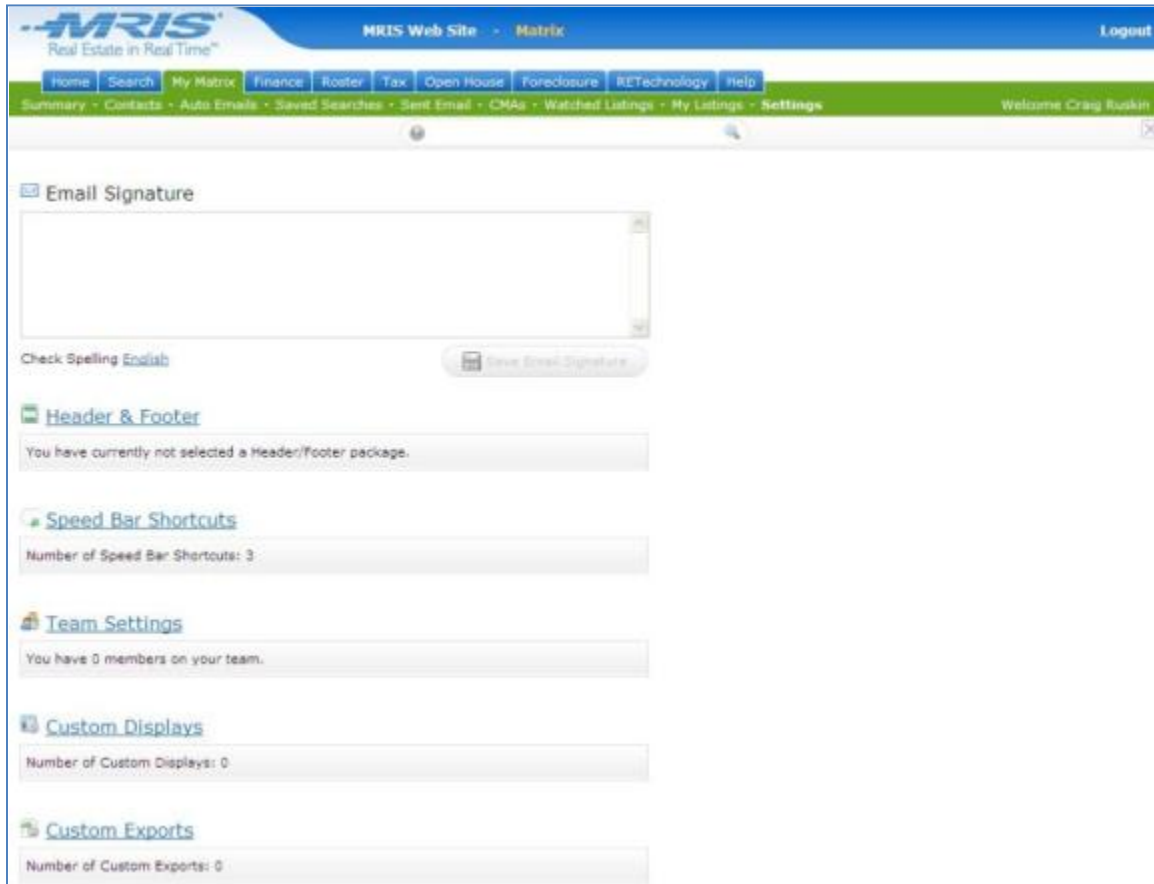
The My Listings page in My Matrix enables you to view your Active and Off Market listings, which includes listings in which you are the selling agent or listing agent. Use the dropdown menu to filter your listings.



**Note:** Further details for the My Listings page and its functionality in My Matrix are not included in this version of the User Manual, and will be incorporated in a future edition.

## 3.9 Settings

The Settings page in My Matrix is where you can add an email signature, add header and footers for emails, view and edit speed bar shortcuts, manage team settings, and create and manage custom displays and custom exports. Each functionality is detailed in a section below.



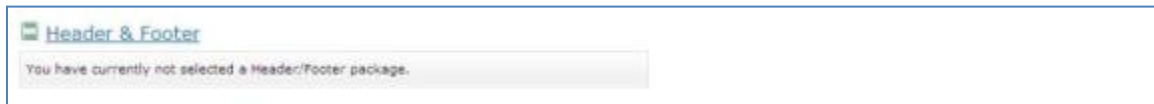
### 3.9.1 Email Signature

To add an email signature to be included at the end of emails sent from Matrix, on the Settings page in My Matrix click in the **Email Signature** field and enter your signature, and click **Save Email Signature**.

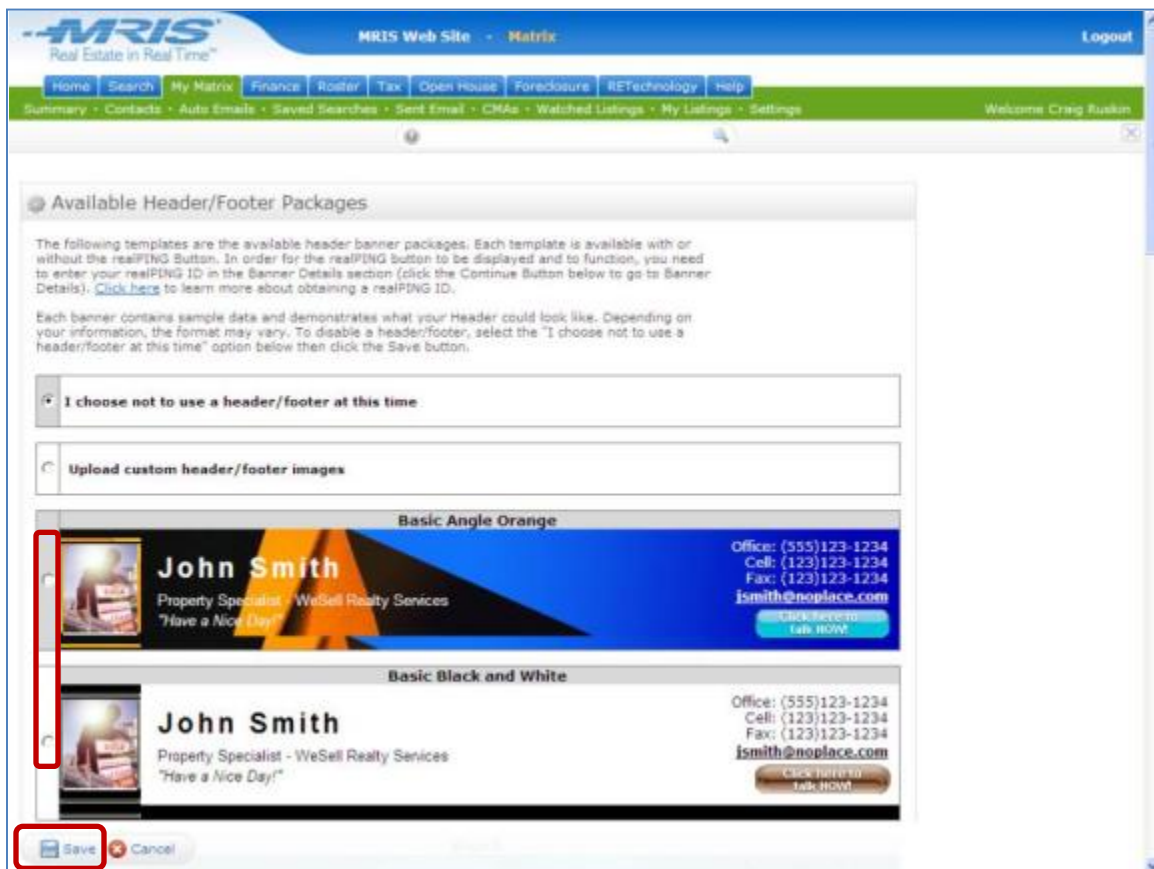


## 3.9.2 Header and Footer

To add a custom header and footer to all emails sent from Matrix, click **Header & Footer** on the Settings page in My Matrix.

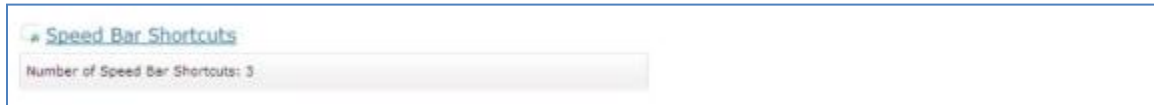


A list of available Header/Footer Packages displays. Select the radio button of your preferred header/footer (scroll down to see more options), and click **Save**. Alternatively, select the **Upload custom header/footer images** radio button and follow the directions on the page to upload a custom header/footer.

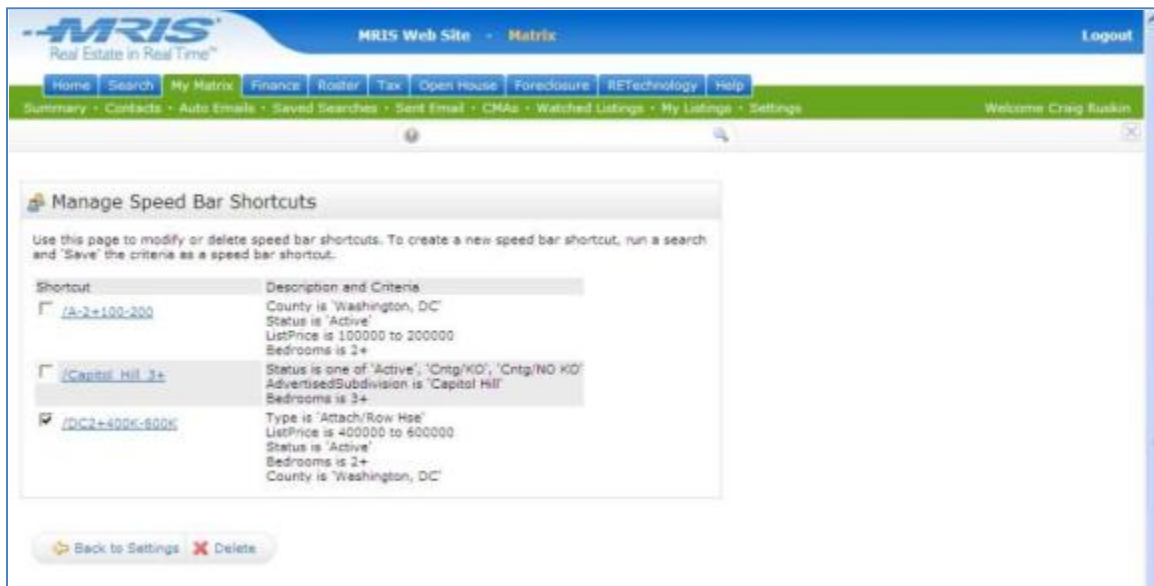


### 3.9.3 Manage Speed Bar Shortcuts

To manage the Speed Bar Shortcuts you have created, click [Speed Bar Shortcuts](#) on the Settings page in My Matrix.



Speed Bar Shortcuts are detailed in **Speed Bar** section of Module 1 of this manual. To delete a Speed Bar Shortcut, click the checkbox to the left of the Shortcut link, and click Delete. To modify a Speed Bar Shortcut, click its link.

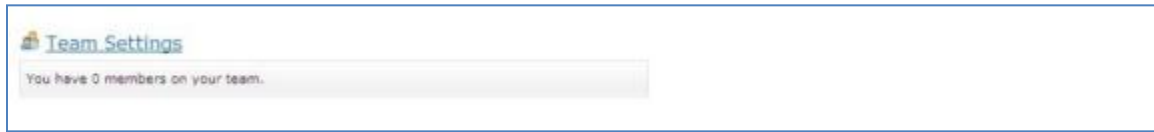


The search page displays with the current search criteria for the shortcut. Modify the shortcut by changing the criteria for the search using the procedures in the **Perform a Search** section of Module 2 in this manual.



### 3.9.4 Team Settings

To manage Matrix team settings, click [Team Settings](#) on the Settings page in My Matrix



The Team Settings page displays.



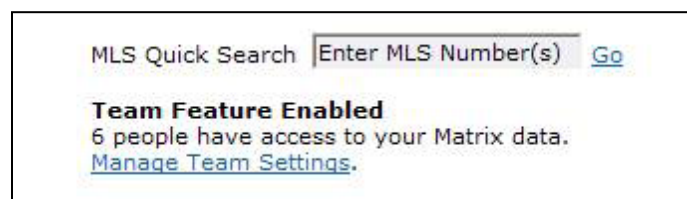
**Note:** Further details for the Team Settings page and its functionality in My Matrix have not been updated since the last version of the User Manual. An edited version of the information used in the last version of the manual appears below and contains some images from a prior version of Matrix. Updated Team Settings procedures will be incorporated in a future edition of this manual.

#### About Matrix Teams

Many agents work as part of a real estate team. Teams may consist of two or more agents watching each other's business while on vacation or groups of agents who work as a team. There are many different descriptions of teams. The Matrix Teams functionality will make it possible for you to add other agents to your team, and also make it possible for another agent to add you to their team.

#### Team Notification on the Home Page

A notification displays on the Matrix Home page to let Team Owners see how many people are members of the team. Click [Manage Team Settings](#) beneath the notification to navigate to the Team Settings page in My Matrix.



## Working as Another Agent

If an agent adds you to their team, there is a slight difference in the appearance of the home page after you log in to Matrix. In the upper right corner of the home page, click [Working as \(Your Name\)](#), to display a dropdown menu, and select the agent who added you to their team.



At any time, click on the underlined text in the welcome banner in the upper right corner of the Home page to work as another agent, or to switch back to working as yourself.

## Impersonating Another Agent

If an agent you work with added you to his team in Matrix and set you up to impersonate him, you can perform the following functions while impersonating him in Matrix

### Emails

Emails sent from Matrix will be sent from the other agent's name and email address (not shown), and will use his email banner and footer. When you send an email from Matrix while you are impersonating another agent, the name and email address in the "From" line will be highlighted in yellow. This is to call your attention to the fact that you are sending that email as that agent. Remember, to the client, the email will look exactly as if it came from the agent you are impersonating.



### Other items

Printed reports while impersonating another agent will have the information of the agent you are impersonating in the "Courtesy of" information.

You also have access to the other agent's Matrix Contacts and Saved Searches.

## Choosing the individual or Team name when Printing from Matrix

An option is available to email as an individual or team name when impersonating the team. Click the **Allow Team Members the option of switching between their own names and the Team Name when printing and emailing to Team Contacts** checkbox. This option will only affect teams for which the team owner has set up a Team name in Matrix.

To allow team members the option to choose between their own individual name or the Team name, select the **I impersonate this Team** radio button and click the **Allow Team Members the option of switching between their own names and the Team Name when printing and emailing to Team Contacts** checkbox.

**Note:** This option does not apply when the user selects the Print Display button.

## Working on Behalf of another Agent

If an agent you work with added you to their team in Matrix and set you up to work on behalf of him/her, you are able to send Emails from Matrix. However, the email contains your name and email address (not shown) *on his behalf*, and uses your email banner and footer (if you have chosen one) and email signature (see graphic below).



The screenshot shows a web form titled "Email Listings" with the subtitle "Email selected listings using the criteria below." Below the title, there are three input fields: "From:", "To:", and "CC:". The "From:" field is highlighted in yellow and contains the text "Kerry Rice on behalf of Jeffrey Jennings". The "To:" and "CC:" fields are empty. Below these fields, there is a checkbox labeled "Bcc me a copy of this message:" which is currently unchecked.

You also have access to the following:

Print reports (any reports that you print while working on behalf of another agent will indicate that they were printed by you on behalf of the other agent, Matrix Contacts and any Saved Searches.

## Adding Other Agents as Your Team Members

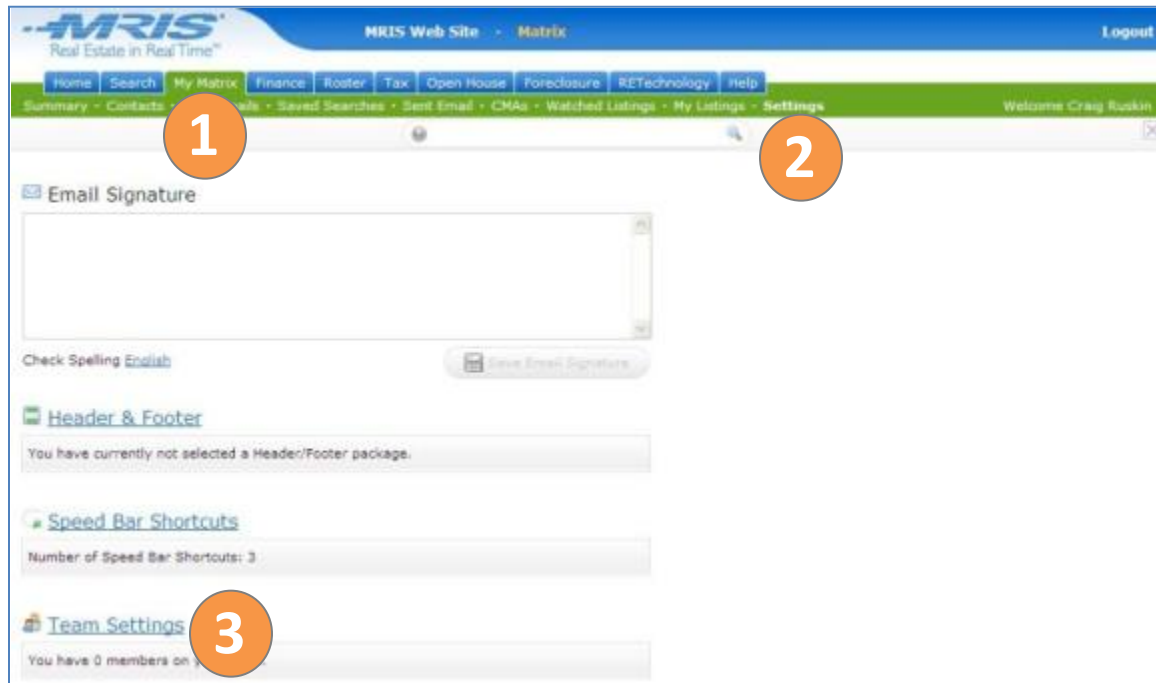
Each Matrix user you add to your team will have full access to your Matrix account and can either “impersonate” you or “work on your behalf” depending on the type of access you grant them.

### To Add Additional Users to Your Team

**Step 1:** Click [My Matrix](#).

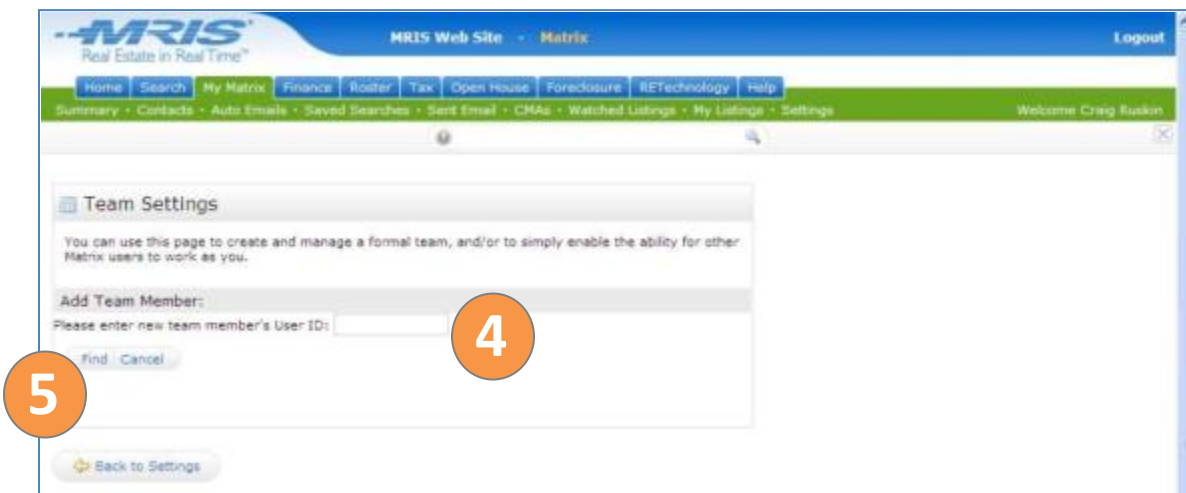
**Step 2:** Click [Settings](#).

**Step 3:** Click [Team Settings](#).



**Step 4:** In the [Add Team Member](#) field, enter the MRIS ID number of the agent to add to the team.

**Step 5:** Click [Find](#).



**Step 6:** You can choose whether to have the team member impersonate you or work on behalf of you. Matrix automatically defaults to the “impersonate” role. If you want to have the team member instead work on behalf of you, you must select the [Have this team member Work on Behalf of Me](#) radio button.

**Step 7:** Click [Add](#).

## Team Settings

You can use this page to create and manage a formal team, and/or to simply enable the ability for other Matrix users to work as you.

**Add Team Member:**

**Agent Information:**

<b>ID #:</b>	183
<b>Name:</b>	Smith, Jeffrey (Jeff)
<b>Home:</b>	(703) 555-1234
<b>Home Fax:</b>	(703) 555-2345
<b>E-mail:</b>	<a href="#">Email Agent</a>
<b>Cell:</b>	(703)555-3456
<b>Pager:</b>	
<b>Agent Office #:</b>	(703) 555-1002
<b>Agent Office Fax:</b>	(703) 555-5678
<b>Voice Mail:</b>	
<b>Last Updated:</b>	2007-11-12

---

**Office Information:**

<b>Office:</b>	Fictional Realty, Inc.
<b>Broker Code:</b>	FCTR1 <a href="#">View Details of Office</a>

6

☒ Have this member Impersonate me

☐ Have this member Work on Behalf me

7



The team settings page displays with the added enabled team member with the selected role.

### Team Settings

You can use this page to create and manage a formal team, and/or to simply enable the ability for other Matrix users to work as you.

**You currently have enabled 1 team member.** Each team member has full access to your Matrix account, including your My Matrix tab. [Click here to if you wish to disable this team function.](#)

	Last	First	Visibility	Office Name	Office Phone
<input type="checkbox"/>	<a href="#">Edit</a>	Jennings	Jeffrey	Impersonates Me	Metropolitan Regional Information Systems, Inc (301) 838-7100

[Delete](#)

[Click here to add a team member and/or someone that can work as you.](#)

**My team/doing business as name (optional):**

☒ I Impersonate this Team  
☐ I Work on Behalf of this Team

[OK](#)

Click [Edit](#) to change the role you gave this team member.

To delete a team member, click the checkbox for the team member and click the [Delete](#).

To add a team name, click in the [My team/doing business as name \(optional\) field](#), enter the team name, and click [OK](#).

## Temporarily Disabling Your Team

To temporarily disable your team, navigate to Team Settings using Steps 1 through 3 of the **Adding Other Agents as Your Team Members** procedure in this section, and click [Click here if you wish to disable this team function](#). A confirmation page displays.

### Team Settings

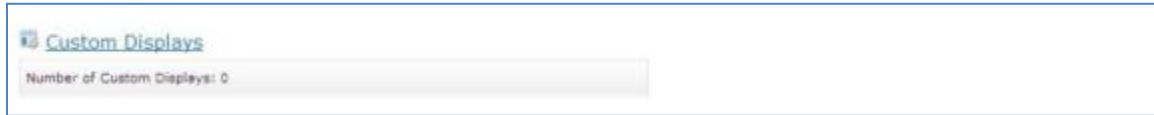
You can use this page to create and manage a formal team, and/or to simply enable the ability for other Matrix users to work as you.

You have disabled the team function. [Click here to re-enable your team.](#)

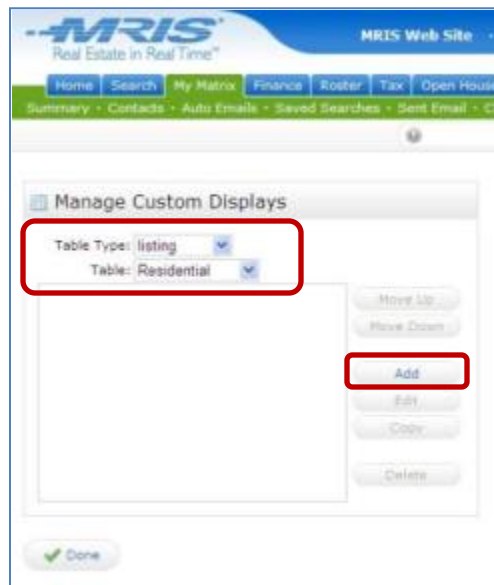
### 3.9.5 Custom Displays

**Note:** Procedures and uses for the Custom Displays page and its functionality in My Matrix have not been fully detailed. The following provides navigation and rudimentary steps.

To customize the way fields display on pages in Matrix, click **Custom Displays** on the Settings page in My Matrix.



The Manage Customs Displays page displays. Select a table type from the **Table Type** dropdown menu, select a table from the **Table** dropdown menu, and click **Add**.



The Build Custom Display page displays.

Enter a name for the display in the **Display Name** field. To customize a column, click the field name in the **Available Columns** area, click **Add**, and modify the information in the **Custom Column Properties** area. To add special features to the display, check the applicable checkboxes in the **Special Columns** area. Order the columns by selecting a field in the **Special Columns** area and click **Up** or **Down** as applicable.

When finished, click **Save**, then click **Done** on the Manage Customs Displays page.

**MRIS**  
Real Estate in Real Time™

MRIS Web Site - Matrix Logout

Home Search My Matrix Finance Roster Tax Open House Foreclosure RETechnology Help

Summary Contacts Auto Emails Saved Searches Sent Email CMAs Watched Listings My Listings Settings Welcome Craig Ruskin

### Build Custom Display

Display Name

**Available Cross Property Columns**

- BuildingSites
- BuyerAgentCommission
- CAM
- CapValueGroundRent
- CarPort Spaces
- Carport1FirePIType
- Carport1Flooring
- Carport1Length
- Carport1Level
- Carport1Width
- CarportType
- City**
- CityTownTax
- CityTownTaxPaymentFreq
- ClearSpanCeilingHeight
- CloseDate
- ClosePrice
- CommIndustrialMisc
- CommIndustrialType
- Community
- CommunityAmenities
- CommunityFeeIncludes
- CommunityManagement
- CommunityRules
- CompensationList
- CondoCoopFee
- CondoCoopPaymentFreq
- CondoCoopProfileName
- ContingencyList

**Selected Columns**

- City

**Custom Column Properties**

Label:

Pixel Width:

Note: Default width is recommended.

Alignment:  
☒ Left  
☐ Right  
☐ Center

**Special Columns**

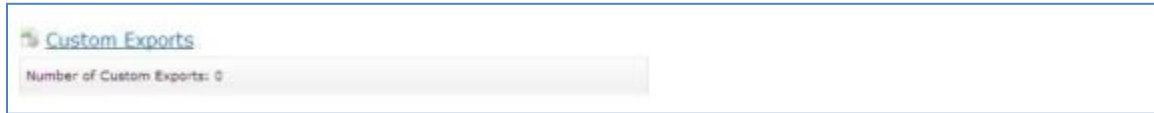
- ☒ Checkbox
- ☐ Watch
- ☐ Virtual Earth Maps
- ☐ Photo Icon
- ☐ # of Photos
- ☐ Virtual Tour
- ☐ # of Virtual Tours
- ☐ Open House
- ☐ MLE - Link to Short Listing
- ☐ Tax ID - Link to Tax Record
- ☐ "Tax" - Link to Tax Record
- ☐ History - New, Price, Status (LH)
- ☐ Age Calculation

Cancel Save

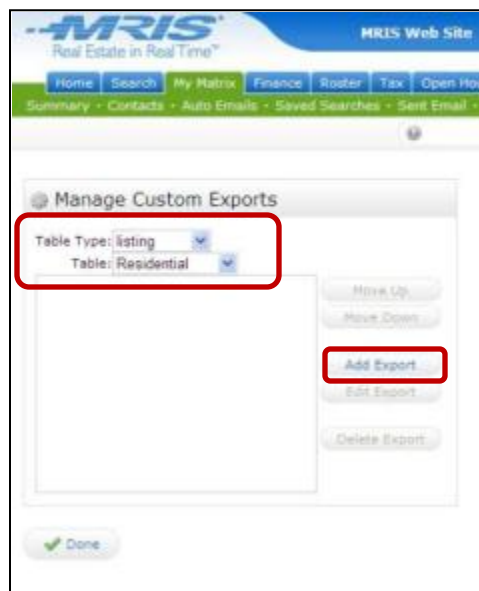
### 3.9.6 Custom Export

**Note:** Procedures and uses for the Custom Export page and its functionality in My Matrix have not been fully detailed. The following provides navigation and rudimentary steps.

To customize the way listings data is exported in Matrix, click **Custom Export** on the Settings page in My Matrix.



The Manage Customs Exports page displays. Select a table type from the **Table Type** dropdown menu, select a table from the **Table** dropdown menu, and click **Add Export**.



The Set Export Definition page displays.

Enter a name for the export in the **Export Name** field. To customize an export, click the field name in the **Available Fields** area, click **Add**, select *None*, *Label* or *Name* from the **Include Column Names** radio buttons, and select *Comma* or *Tab* from the **Separator** radio buttons. Order the fields in the definition by selecting a field in the **Export Fields** area and click **Up** or **Down** as applicable.

When finished, click **Save**, then click **Done** on the Manage Customs Exports page.

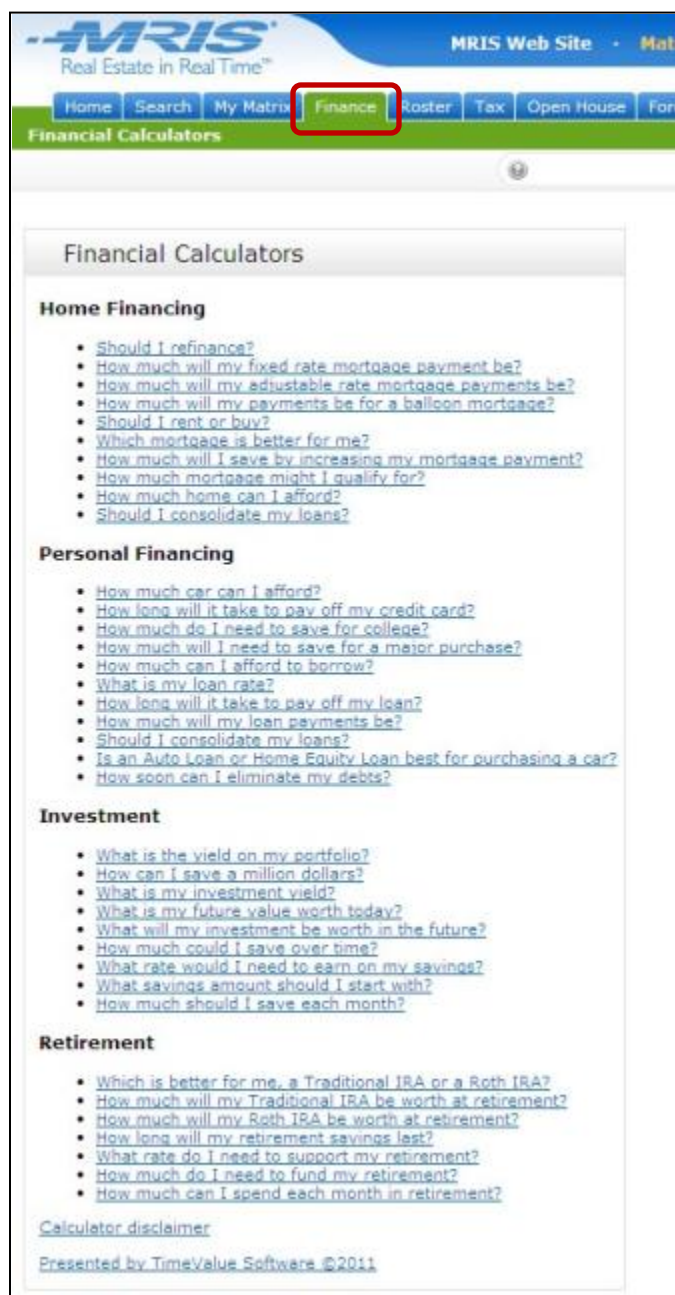
The screenshot shows the 'Set Export Definition' window in the MRIS Matrix application. The window has a title bar with 'MRIS Real Estate in Real Time' and 'Matrix'. The main content area is titled 'Set Export Definition' and 'Residential'. It features an 'Export Name' text box at the top. Below it, there are two main sections: 'Available Fields' and 'Export Fields'. The 'Available Fields' section contains a list of fields: '# of Assigned Parking Spaces', 'AboveGradeAreaFinished', 'AboveGradeAreaUnfinished', 'AcresFenced', 'AcresPasture', 'AcresTillable', 'AcresWooded', 'ADC Map', 'AdditionalCompensation', 'Address', 'AdvertisedSubdivision', and 'AgriculturalDistrict'. To the right of this list are 'Add ->' and '<- Remove' buttons. The 'Export Fields' section is an empty box with 'Up' and 'Down' buttons to its right. Below these sections, there are radio buttons for 'Include Column Names' (None, Label, Name) and 'Separator' (Comma, Tab). At the bottom of the window is an 'Export Description' text box and 'Save' and 'Cancel' buttons. The footer of the page includes the MRIS Matrix logo and copyright information: 'Copyright © 2011 Metropolitan Regional Information Systems, Inc. Tarasoft MATRIX v5.3. Copyright © 2011 Tarasoft Corporation.'



# Module 4 – Finance

As a Realtor® you may play the role of trusted advisor, attorney, appraiser, best friend, or inspector. But in reality, the only role you're licensed for is that of a real estate agent. In an effort to be the best agent you can be, you probably ensure your clients are armed with enough information to be comfortable with any transaction.

The Financial Tab has several calculators that may enrich your client's knowledge and comfort with the home buying process. The calculators cover home and personal financing, investment and retirement. Navigate to this resource by clicking **Finance**, and click a link to display a calculator.



# Module 5 – Roster

The **Roster** page serves as a convenient tool to help you find other agents by name or by office. Through the Roster, an agent can be emailed directly from Matrix without looking up the contact information in another email program. Office contact information is also available in the Roster.

## 5.1 Search for Agent

To search for an agent, perform the following procedure.

**Step 1:** Click **Roster**.

**Step 2:** Click **Search for Agent**.



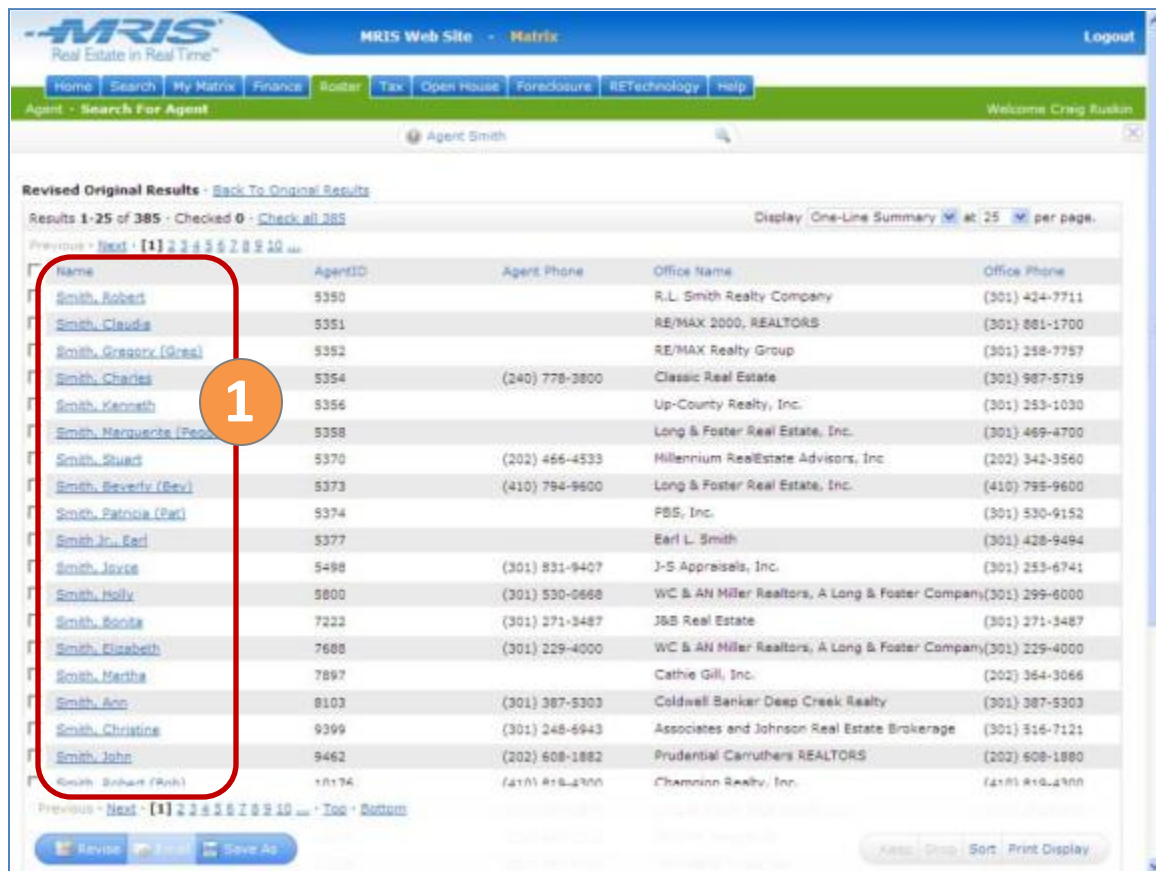
The Search for Agent Search page displays.

**Step 3:** Enter search criteria in the **Agent ID**, **Last Name**, **First Name**, **Nickname**, **Company Name** and/or **Broker Code** fields.

**Step 4:** Click **Search**.



The search results display.



MRIS Web Site - Matrix

Home Search My Matrix Finance Broker Tax Open House Foreclosure RETechnology Help

Agent - Search For Agent

Welcome Craig Ruskon

Agent Smith

Revised Original Results - [Back To Original Results](#)

Results 1-25 of 385 - Checked 0 - [Check all 385](#)

Display One-Line Summary at 25 per page.

Name	AgentID	Agent Phone	Office Name	Office Phone
<a href="#">Smith, Robert</a>	5350		R.L. Smith Realty Company	(301) 424-7711
<a href="#">Smith, Claude</a>	5351		RE/MAX 2000, REALTORS	(301) 881-1700
<a href="#">Smith, Gregory (Gres)</a>	5352		RE/MAX Realty Group	(301) 258-7757
<a href="#">Smith, Charles</a>	5354	(240) 778-3800	Classic Real Estate	(301) 987-5719
<a href="#">Smith, Kenneth</a>	5356		Up-County Realty, Inc.	(301) 253-1030
<a href="#">Smith, Marquante (Peco)</a>	5358		Long & Foster Real Estate, Inc.	(301) 469-4700
<a href="#">Smith, Stuart</a>	5370	(202) 466-4533	Millennium RealEstate Advisors, Inc.	(202) 342-3560
<a href="#">Smith, Beverly (Bey)</a>	5373	(410) 794-9600	Long & Foster Real Estate, Inc.	(410) 795-9600
<a href="#">Smith, Patricia (Pat)</a>	5374		PBS, Inc.	(301) 530-9152
<a href="#">Smith Jr., Earl</a>	5377		Earl L. Smith	(301) 428-9494
<a href="#">Smith, Joyce</a>	5498	(301) 831-9407	J-S Appraisals, Inc.	(301) 253-6741
<a href="#">Smith, Holly</a>	5800	(301) 530-0668	WC & AN Miller Realtors, A Long & Foster Company	(301) 299-6000
<a href="#">Smith, Boots</a>	7222	(301) 271-3487	J&B Real Estate	(301) 271-3487
<a href="#">Smith, Elizabeth</a>	7688	(301) 229-4000	WC & AN Miller Realtors, A Long & Foster Company	(301) 229-4000
<a href="#">Smith, Martha</a>	7897		Cathie Gill, Inc.	(202) 364-3066
<a href="#">Smith, Ann</a>	8103	(301) 387-5303	Coldwell Banker Deep Creek Realty	(301) 387-5303
<a href="#">Smith, Christine</a>	9399	(301) 248-6943	Associates and Johnson Real Estate Brokerage	(301) 516-7121
<a href="#">Smith, John</a>	9462	(202) 608-1882	Prudential Carruthers REALTORS	(202) 608-1880
<a href="#">Smith, Robert (Rob)</a>	10174	(410) 818-2300	Charmion Realty, Inc.	(410) 818-2300

Previous - Next - [1] 2 3 4 5 6 7 8 9 10 ... - Top - Bottom

Revise Print Save As

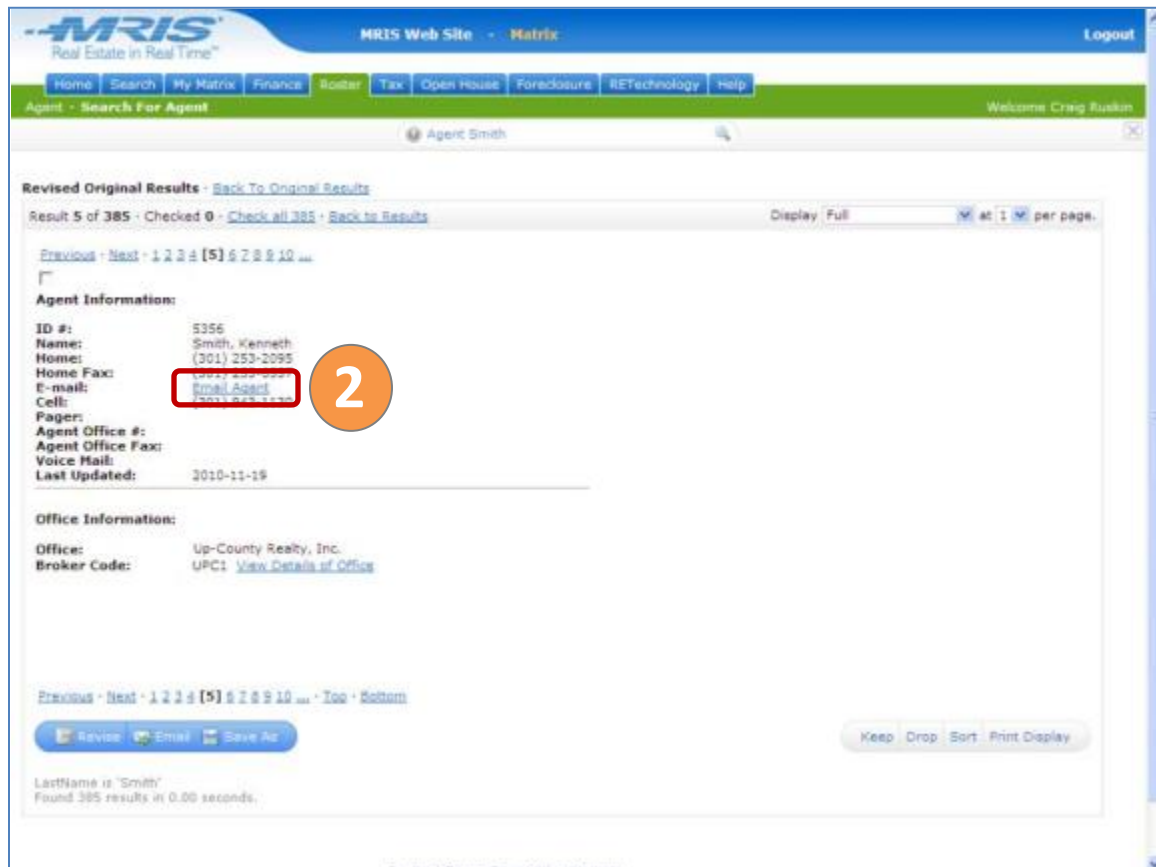
Find Close Sort Print Display

## 5.2 Email Agent

To email an agent after obtaining their record the search results, continue with this procedure.

**Step 1:** Click the name of the agent to email. (See previous page.)

**Step 2:** Click [Email Agent](#).



Your default email server client will display a blank email to be sent. The agent's email information auto-populates the "To:" line

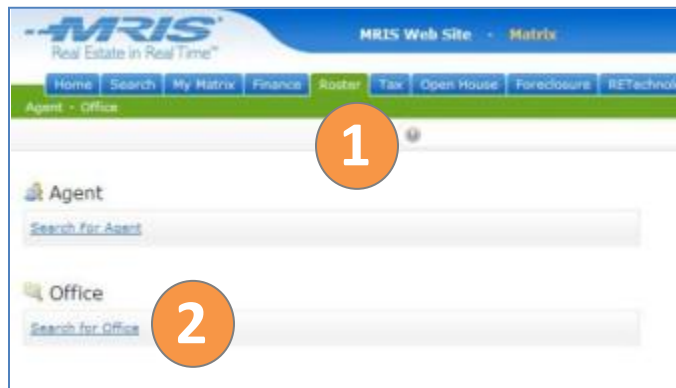
**Step 3:** Create the email as you normally would in your email client. In most email clients, you enter the Subject line, type the message, and click [Send](#).

## 5.3 Search for Office

To search for an office, perform the following procedure.

**Step 1:** Click [Roster](#).

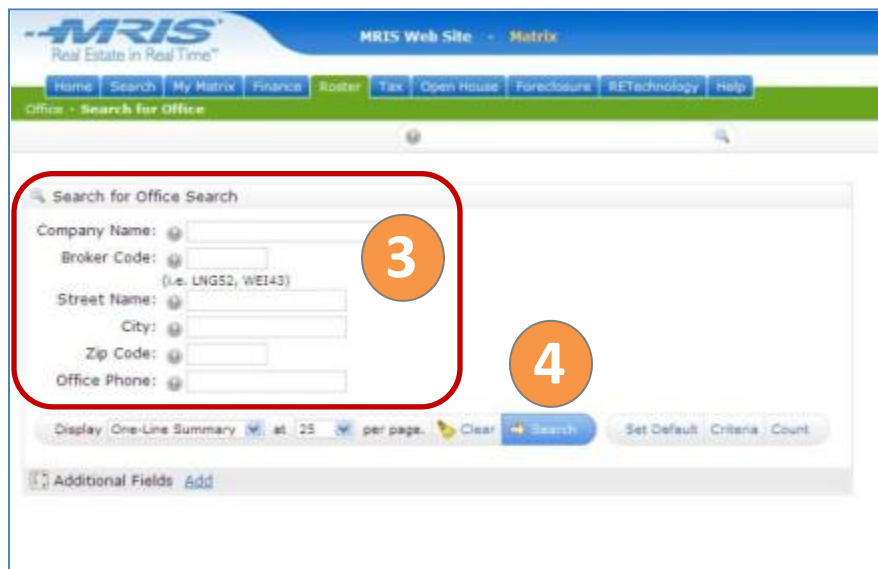
**Step 2:** Click [Search for Office](#).



The Search for Office Search page displays.

**Step 3:** Enter search criteria in the [Company Name](#), [Broker Code](#), [Street Name](#), [City](#), [Zip Code](#) and/or [Office Phone](#) fields.

**Step 4:** Click [Search](#).





The search results display.  
**Step 5:** Click the applicable Broker Code link.

MRIS Web Site - Matrix

Home Search My Matrix Finance Broker Tax Open House Foreclosure RETechnology Help

Office - Search for Office

Welcome Craig Ruskin

Results 1-25 of 403 - Checked 0 - Check all 403

Display: One-Line Summary at 25 per page.

Broker Code	Company Name	Address	City	St	Zip	Office #	Fax
<a href="#">ABA1</a>	Abaria Realty, Inc.	12005 Nebel Street	Rockville	MD	20850	(301) 309-1600	(301) 838-5527
<a href="#">ABA1</a>	Abaria Realty, Inc.	12005 Nebel Street	Rockville	MD	20852	(301) 468-8919	(301) 468-0983
<a href="#">ABR1</a>	Abrar Real Estate	5 Forest Landing Court	Rockville	MD	20850	(301) 309-8271	
<a href="#">ADV1</a>	Advanced Appraisals & Real Est.	518 Longhorn Crescent	Rockville	MD	20850	(301) 948-6200	(301) 948-6201
<a href="#">AFF1</a>	Affiliate Board Member	9420 Key West Avenue #200	Rockville	MD	20850	(301) 838-7160	(301) 838-7171
<a href="#">AHER</a>	Avery-Hess, REALTORS	6001 Montrose Road #405	Rockville	MD	20852	(301) 309-2499	(301) 309-2507
<a href="#">AIP1</a>	American Investment Properties	15843 Crabbs Branch Way	Rockville	MD	20855	(301) 590-0004	(301) 590-0007
<a href="#">ALH1</a>	Group One Allemen Associates	11821 Parklawn Drive #203	Rockville	MD	20852	(301) 770-1185	(301) 770-1819
<a href="#">AMAG</a>	Appraisers Mid-Atlantic Group	5014 Russett Road	Rockville	MD	20853	(301) 871-8365	
<a href="#">APO1</a>	Apostolides Realty Company	5800 Hubbard Drive	Rockville	MD	20852	(301) 916-5852	
<a href="#">ARI1</a>	American Realty Services, LLC	500 King Farm Boulevard #2...	Rockville	MD	20850	(800) 346-1117	(800) 346-6781
<a href="#">ARM1</a>	Gold Key Real Estate	1700 Rockville Pike #400	Rockville	MD	20852	(301) 231-8000	(301) 353-0620
<a href="#">AYOC</a>	Ayoco Real Estate Services	12730 Twinbrook Parkway #2...	Rockville	MD	20852	(301) 231-9608	(301) 231-5948
<a href="#">BAR1</a>	Barbara Bullard	9420 Key West Avenue	Rockville	MD	20850		
<a href="#">BCC1</a>	Brown Construction Co., Inc.	1680 Gude Drive East	Rockville	MD	20850	(301) 340-7850	(301) 294-0733
<a href="#">BFH1</a>	BFH & Associates	17801 October Court	Rockville	MD	20855	(301) 963-4442	
<a href="#">BHO1</a>	Best Home Realty	375 N. Van Buren Street #B	Rockville	MD	20850	(240) 453-9292	(202) 351-0501
<a href="#">BHP1</a>	Blue Horizon Property Mgmt., I...	51 Monroe Street #403	Rockville	MD	20850	(301) 424-9030	(301) 424-9577
<a href="#">BLR1</a>	Belair Properties, Inc.	15879 Crabbs Branch Way	Rockville	MD	20855	(301) 590-1031	(301) 590-0486

Previous - Next - (1) 2 3 4 5 6 7 8 9 10 ...

Revise Save As

Keep Drop Sort Print Display

The Office Information displays.

MRIS Web Site - Matrix

Home Search My Matrix Finance Broker Tax Open House Foreclosure RETechnology Help

Office - Search for Office

Welcome Craig Ruskin

Result 2 of 403 - Checked 0 - Check all 403 - Back to Results

Display: Full at 1 per page.

Previous - Next - (1) 2 3 4 5 6 7 8 9 10 ...

Office Information:

Broker Code: ABA1  
 Name: Abaria Realty, Inc.  
 Address: 12005 Nebel Street  
 Rockville, MD 20852-0000  
 Phone: (301) 468-8919  
 Alternate Phone:  
 Fax: (301) 468-0983  
 E-mail: Not On File  
 Website: Not On File

Previous - Next - (1) 2 3 4 5 6 7 8 9 10 ...

Revise Save As

Keep Drop Sort Print Display

OfficeCityName is 'Rockville'  
 Found 403 results in 1.34 seconds.

# Module 6 – Tax

The **Tax** page enables you to search for tax records via five different tax search types.

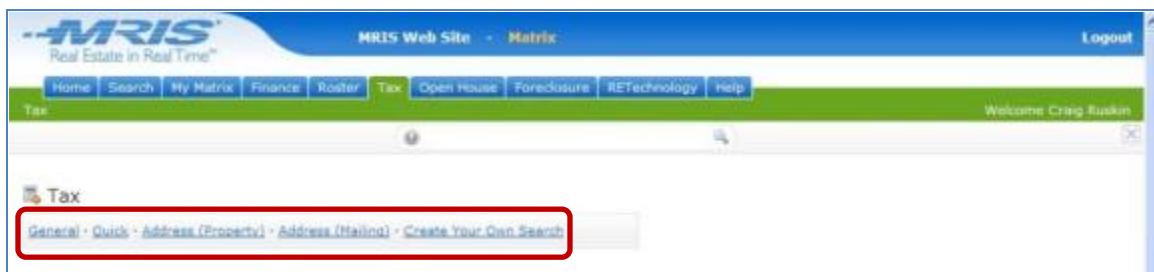
The **General** search page enables you to search for properties using the *County*, *Tax ID*, *Absentee Owner*, *Lot Acreage*, *Plat Folio*, *Plat Liber* and *Year Built* fields, among others.

The **Quick** search page enables you to search by *County*, *TaxID/Account/Ticket* or *Map Search* fields.

The **Address (Property)** search page enables you to search by the Property Address.

The **Address (Mailing)** search enables you to search by the Owner's Mailing Address fields.

The **Create Your Own Search** search page contains just two fields, *County* and *Map Search*. Add additional fields to customize the search. Fields added to a search page remain on the search page for future searches until they are removed.



All tax searches, regardless of search type and search type follow the same basic steps:

First, navigate to the search page and specify search criteria. Optionally, add and remove additional criteria, select a map, customize the way search results display, and check criteria and counts. After inputting criteria, click **Search** to enact the search. Optionally, save the search.

The General Tax search page is below to illustrate the similarity to a General listings search.

MRIS Web Site - Matrix Logout

Home Search My Matrix Finance Roster Tax Open House Foreclosure RETechnology Help

Tax > General > Quick > Address (Property) > Address (Mailing) > Create Your Own Search Welcome Craig Ruskin

General Search

County: Washington, DC Kent, DE New Castle, DE Other, DE Sussex, DE Allegany, MD Anne Arundel, MD Baltimore, MD

Tax ID/Account/Ticket: Absentee Owner: ☐

Improve Value: ☐ Last Transfer Date: Model Type: Living Area: Map: Legal Subdivision: Lot Acreage: Owner First Name: City: Plat Folio: Owner Last Name: Zip Code (5): Plat Liber: Plat Map Number: Street #: Year Built: Zoning Code: Street Name:

Only enter the Street Name (i.e. Oak, Maple, Main). Do not enter Street Type in with Street Name (i.e. do not include St, Dr, or Cir).

No Map Selected

Display System Summary at 25 per page Clear Search Set Default Criteria Count

Additional Fields Add

MRIS Matrix Feedback Privacy Terms of Use Copyright

Copyright © 2011 Metropolitan Regional Information Systems, Inc. Tarasoft MATRX v5.3. Copyright © 2011 Tarasoft Corporation.

**Note:** The procedures for searching for tax records are identical to searching for listings. The search criteria (fields) and the type of information in the search results differ, but the methods for obtaining the results are exactly the same. See the **Perform a Search** section in Module 2 of this manual for search procedures.

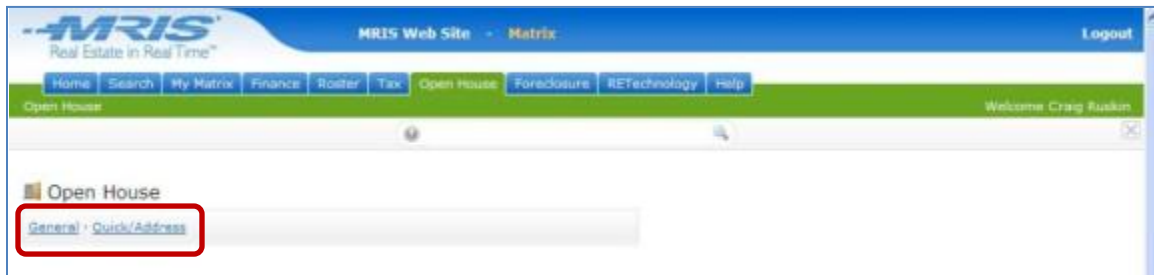
Moreover, you can explore and manipulate the search results, and work with selected listings in the exact manner as you would with a listings search. See the **Search Results** and **Work with Selected Listings** sections in Module 2 of this manual for more information.

# Module 7 – Open House

The **Open House** page enables you to search for open houses using two search types.

The **General** search page enables you to search for properties using the same search criteria found in General Residential listings searches.

The **Quick/Address** search page enables you to search using the same search criteria found in Address Residential listings searches, plus some extra fields pertaining to open houses.



All open house searches, regardless of search type and search type follow the same basic steps:

First, navigate to the search page and specify search criteria. Optionally, add and remove additional criteria, select a map, customize the way search results display, and check criteria and counts. After inputting criteria, click **Search** to enact the search. Optionally, save the search.

An example of the General Open House search is below.

**Note:** When inputting search criteria on Open House-related fields, note the following:  
**OpenHouseDate** defaults to 0+. To search for a date, enter the date in mm/dd/yyyy format.  
Select the *Broker* or *Public* in the **OH Type** field to further limit your search.

The screenshot shows the MRIS Matrix web application interface for an Open House search. The top navigation bar includes links for Home, Search, My Matrix, Finance, Roster, Tax, Open House, Foreclosures, RETechnology, and Help. The user is logged in as 'Welcome Craig Ruskin'. The 'Open House' section is active, showing 'General' and 'Quick/Address' tabs. The 'General Search' form includes several dropdown menus for County, Status (Active, App Reg, Cntg/KO, Cntg/NO KO, Contract, Expired, Rented, Sold), Ownership (Condo, Coop, Fee Simple, Ground Rent, Rental Apartment), Style (A-Frame, Art Deco, Arts & Crafts, Beaux Arts, Bilevel, Bungalow, Cabin, Cape Cod), and Type (Attach/Row Hse, Back-to-Back, Bed & Breakfast, Detached, Double Wide, Duplex, Dwelling w/Rental, Garage/Park Space). There are also checkboxes for 'For Sale', 'Basement Y/N', 'OH Type' (Broker, Public), and 'Or Not'. Text input fields are provided for List Price (\$1,000's), List Date, List Agent ID, List Broker Code, OpenHouseDate (set to 0+), Bedrooms, Full Baths, Half Baths, Lot Acres, Adv Sub, City (Postal), Zip Code (5), Street #, and Street Name. A note specifies: 'Only enter the Street Name (i.e. Oak, Maple, Main). Do not enter Street Type in with Street Name (i.e. do not include St, Dr, or Cir)'. At the bottom, there are buttons for 'Display: OH Summary - Age' at 25 per page, 'Clear', 'Search', 'Set Default', 'Criteria', and 'Count'. The footer includes the MRIS Matrix logo and copyright information: 'Copyright © 2011 Metropolitan Regional Information Systems, Inc. Tarasoft MATRIX v5.3. Copyright © 2011 Tarasoft Corporation.'

**Note:** The procedures for searching for open houses are identical to searching for listings. The search criteria (fields) and the type of information in the search results differ, but the methods for obtaining the results are exactly the same. See the **Perform a Search** section in Module 2 of this manual for search procedures.

Moreover, you can explore and manipulate the search results, and work with selected listings in the exact manner as you would with a listings search. See the **Search Results** and **Work with Selected Listings** sections in Module 2 of this manual for more information.



# Module 8 – Foreclosure

MRIS has partnered with First American CoreLogic to bring you the most extensive online foreclosure activity information. The Foreclosure Activity Tool was designed to improve your business whether it entails marketing, selling or appraising property. Through First American's Realist program, you have access to search independently sourced information about properties in all stages of the foreclosure process including: Pre-foreclosure, Auction and Bank Owned/Real Estate Owned (REO). This helps you identify if the listing presentation you are about to make or the property you are about to show is in the foreclosure process

Realtors can use this tool to:

- Target market distressed properties to generate more sales
- Readily identify distressed properties whether current or potential listings
- Accelerate the successful transaction of financially distressed properties

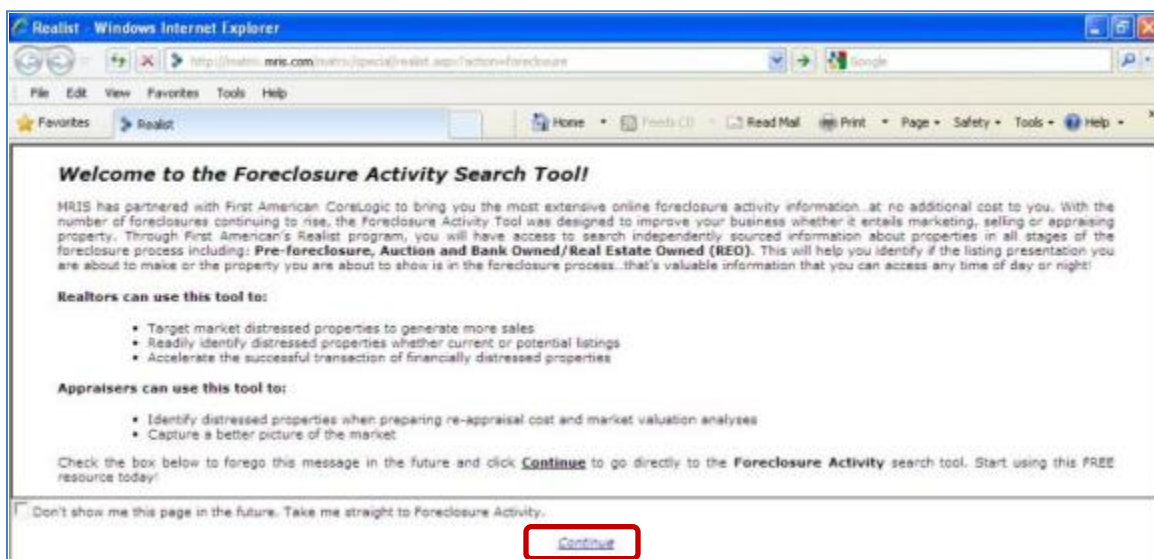
Appraisers can use this tool to:

- Identify distressed properties when preparing re-appraisal cost and market valuation analyses
- Capture a better picture of the market

Click [Foreclosure](#) to navigate to this resource.



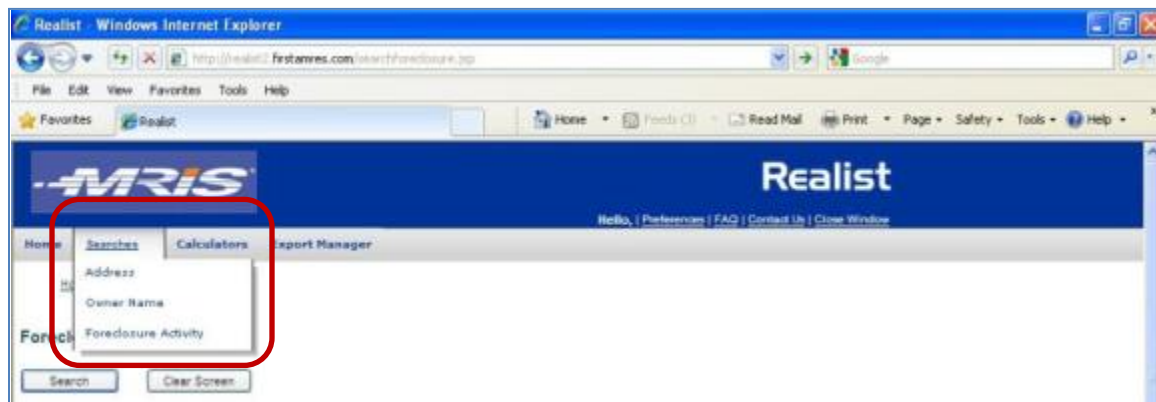
A splash page displays in another window detailing the benefits of the tool. Click [Continue](#).



The Foreclosure Activity Search page defaults. Enter search criteria and click **Search** to search for a property.

The screenshot shows the Realist website's Foreclosure Activity Search page. The page has a blue header with the Realist logo and navigation links. Below the header, there's a search form titled "Foreclosure Activity Search". The form includes a "Search" button (highlighted with a red box) and a "Clear Screen" button. Below the buttons, there's a prompt: "Please complete the fields below to begin your search." The form fields are: State (dropdown menu), County (dropdown menu), Zip (optional) (dropdown menu), Foreclosure Stage (dropdown menu), APR (text input), Case Number (text input), House Number (text input), Pre-Direction (dropdown menu), Street Name (text input), Street Suffix (dropdown menu), Unit Number (text input), Post-Direction (dropdown menu), City (text input), and Universal Land Use (radio buttons for "Sort by Text" and "Sort Numerically"). A red box highlights the "Search" button and the search form fields.

To change the type of search, place your cursor over **Searches** in the main menu. A menu displays. Click **Address** or **Owner Name** to search by either of those criteria.



To search by address, click **Address** from the Searches dropdown menu, enter search criteria and click **Search**.

Realist - Windows Internet Explorer

http://realist2.firststreet.com/interchaddress.asp?firsttime=yes&tabAction=SEARCHES

File Edit View Favorites Tools Help

Favorites Realist

Home Feeds (3) Read Mail Print Page Safety Tools Help

**Realist**

Home | Preferences | FAQ | Contact Us | Close Window

Home Searches Calculators Export Manager

Home → Address

**Address Search**

Search Clear Screen

Please complete the fields below to begin your search.

State: County: Zip (optional): Zip (optional):

DC DISTRICT OF COLUMBIA

Realist's most recent recording date for this county is 02/07/2011

20000 20001 20002

For optimal search results please refer to the examples below. The bold items on the right side of each field indicate the appropriate entry for that field.

\* indicates a required entry

House Number: (excluding street name) 835 South Grant St #3 NE

Pre-Direction: 835 South Grant St #3 NE

Street Name: (excluding St, Ave, Blvd, etc) 835 South Grant St #3 NE

Street Suffix: (St, Ave, Blvd, etc) 835 South Grant St #3 NE

Unit Number: (3, A, 1B, etc) 835 South Grant St #3 NE

Post-Direction: 835 South Grant St #3 NE

Home Calculators Export Manager Preferences FAQ Contact Us

To search by owner, click **Owner Name** from the Searches dropdown menu, enter search criteria and click **Search**.

The screenshot shows the Realist web application interface within a Windows Internet Explorer browser window. The browser's address bar displays the URL: <http://realist.festannes.com/searchowner.jsp?testpage=yes&cityAction=SEARCHES>. The application header features the MRIS logo and the Realist title, with navigation links for Home, Preferences, FAQ, Contact Us, and Close Window. Below the header, a menu bar includes Home, Searches, Calculators, and Export Manager. The main content area is titled "Owner Name Search" and contains a "Search" button (highlighted with a red box) and a "Clear Screen" button. A message prompts the user to "Please complete the fields below to begin your search." The search form includes dropdown menus for "State" (set to DC) and "County" (set to DISTRICT OF COLUMBIA), with a note that Realist's most recent recording date for this county is 02/07/2011. To the right of the county dropdown is a "Zip: (optional)" field with a list of zip codes (20000, 20001, 20002) and a "Zip: (optional)" field. Below these fields, there are two text input fields: "Owner Last Name or Corporation Name:" (labeled as required) and "Owner First Name:" (labeled as optional). The footer of the application contains links for Home, Calculators, Export Mgr, Preferences, FAQ, and Contact Us, along with a Privacy Policy link and a copyright notice for 2011 CoreLogic, Inc.

Realist Windows Internet Explorer

<http://realist.festannes.com/searchowner.jsp?testpage=yes&cityAction=SEARCHES>

File Edit View Favorites Tools Help

Realist

Home Preferences FAQ Contact Us Close Window

Home Searches Calculators Export Manager

Home → Owner Name

**Owner Name Search**

Please complete the fields below to begin your search.

State: County: Zip: (optional) Zip: (optional)

DC DISTRICT OF COLUMBIA

Realist's most recent recording date for this county is 02/07/2011

20000  
20001  
20002

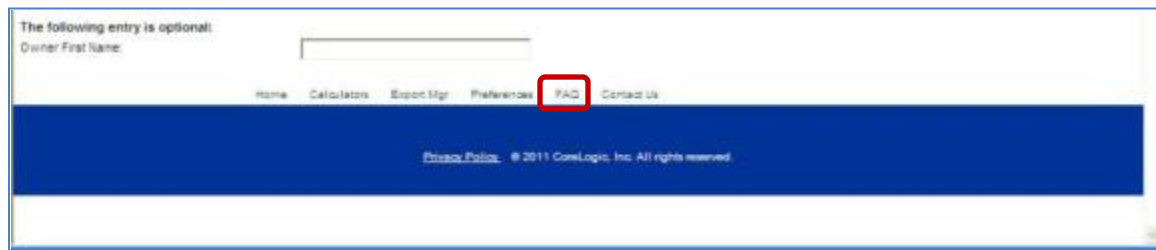
The following entry is required:  
Owner Last Name or Corporation Name:

The following entry is optional:  
Owner First Name:

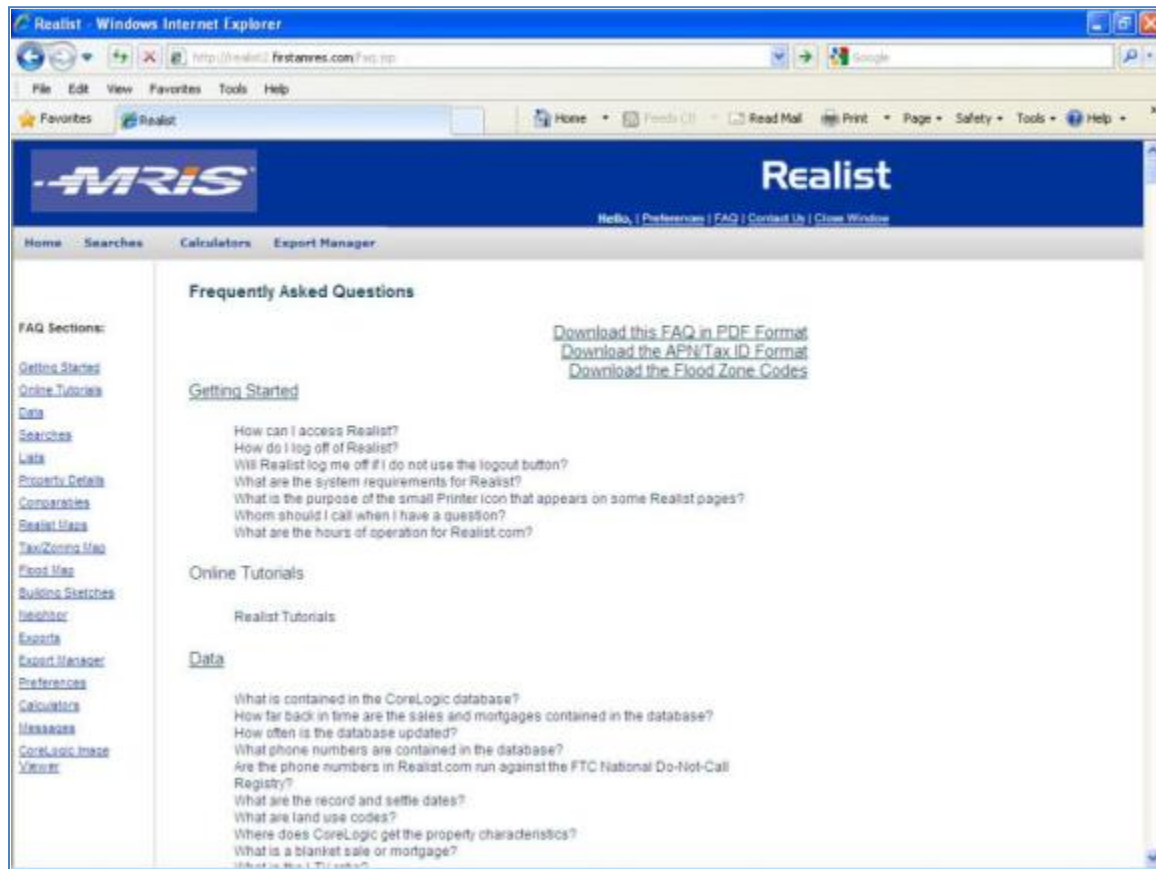
Home Calculators Export Mgr Preferences FAQ Contact Us

Privacy Policy © 2011 CoreLogic, Inc. All rights reserved.

To view the Frequently Asked Questions, click FAQ, located at the bottom of each page.



Click a link on the FAQs to learn more about the Foreclosure tool.

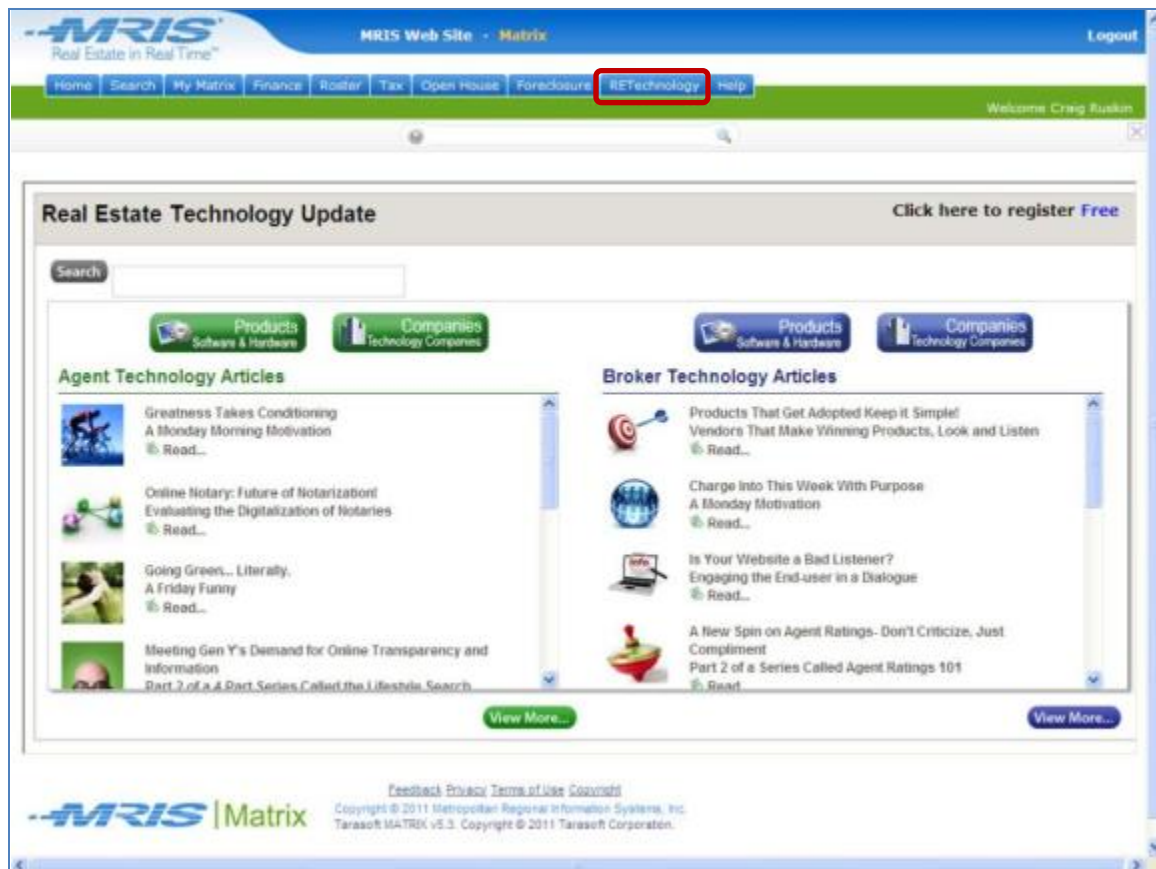




# Module 9 – RETechnology

Matrix offers you a portal for relevant, industry-specific tools and information for Agents and Brokers. This includes information about software and hardware products, technology companies germane to real estate, and also contains articles to keep you informed about the intersection of technology and real estate. RETechnology.com Premium Membership is required to register, and is included in your subscription to MRIS.

Click [RETechnology](#) to navigate to this resource, and click the links and buttons to explore the content.



# Module 10 – Help

Matrix offers a robust set of links to provide you the latest information on Matrix's functionality. Navigate to this resource by clicking [Help](#) and click links to explore newly updated information, additional resources, and Frequently Asked Questions.

